

Public Health Nursing Service (School Nursing) Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how the Public Health Nursing Service uses and manages the personal data or information we are gathering about you today, including sharing information with health and social care professionals and other organisations and how we maintain appropriate confidentiality. Any questions regarding this notice and our privacy practices should be sent by email to Shropcom.spoa@nhs.net

<p>Who we are?</p>	<p>We are Public Health Nursing Service (School Nursing), part of Shropshire Community Health NHS Trust.</p> <p>We provide information, advice and support to children, young people and their families and carers about their health and well-being. You can contact us by emailing Shropcom.spoa@nhs.net, calling our single point of access on: 0333 358 3654 or using our text only service: 07507 330 346</p>
<p>What is our legal basis for processing your personal and special category information?</p>	<p>As a healthcare provider the lawful basis for processing your personal information is:</p> <ul style="list-style-type: none"> - to process this data in the performance of a task carried out in the public interest or in the exercise of the data controller's official authority <p>The lawful basis for processing special category data (for example sensitive information such as your health information) is:</p> <ul style="list-style-type: none"> - preventative medicine; and/or - to enable the provision of health or social care or treatment or the management of health of social care systems and services. <p>This means we will tell other members of the School Nursing team if you would benefit from further support or contact with our service. By accepting this statement we may contact you to discuss your consent for this. We will also share anonymised information (information that can't be linked to you as an individual) with your school and others who are interested in your views and experiences.</p>
<p>What personal information do we collect about you and how do we obtain it?</p>	<p>The personal information we collect might include; your name, date of birth, the school you attend and your health profile. All this information is collected via this e-form.</p> <p>This means we will have the relevant information to contact you if necessary (or if you have requested it) and we will be able to use your information to contribute to understanding the issues that affect all people in your age group.</p>
<p>Why do we collect your personal information and what do we do with it?</p>	<p>Your information is collected to enable us to understand the issues faced by young people in Shropshire, to allow us to offer you individual support (if required) and to help your school provide the health education you request or require.</p> <p>We will use your responses to create a health profile that provides you with a personalised care plan on completion of the questionnaire.</p>

<p>How do we keep your information safe and maintain your records?</p>	<p>All staff working in the Trust can only access information when authorised to do so, when there is a legitimate reason or on a need-to-know basis. They are trained to handle your information correctly, protect your privacy and keep your information secure.</p> <p>We do not keep your records for longer than necessary. Records are retained in accordance with the Department of Health and Social Care guidance and at the end of the life cycle records are destroyed in a safe manner.</p> <p>This means we will only add information to your health record if you have requested support, or if we contact you following completing this e-form. We all receive training to make sure we know how to look after your information in a secure way.</p>
<p>What are your data protection rights?</p>	<p>Under the data protection legislation you have the right to request access and receive a copy of your personal information by contacting the Trust as the data controller. You can also contact us to raise any concerns regarding the handling of your information, for example, you may feel the information needs to be rectified or you may have an objection to how it is being used or shared.</p> <p>This means we will always listen to your concerns or questions about how we use or store your information.</p>
<p>What about Planning and Research?</p>	<p>Your health records contain a type of data called confidential patient information. This data can be used to help with research and planning. You can choose to stop your confidential patient information being used for research and planning.</p> <p>Please visit the National data opt-out - NHS Digital</p>
<p>Other Privacy Notices</p>	<p>The Trust's full Privacy Notice can be found https://www.shropscommunityhealth.nhs.uk/content/doclib/10648.pdf</p>
<p>Further Information</p>	<p>Please visit our Trust website: Managing your records (shropscommunityhealth.nhs.uk) Your Data Matters to the NHS (shropscommunityhealth.nhs.uk) And the Information Commissioner's (ICO) website: Your data matters ICO</p>
<p>If you have concerns</p>	<p>If you have queries or concerns you can contact: Data Protection Officer (IG Dept) Shropshire Community Health NHS Trust William Farr House, Corridor H, Mytton Oak Rd, Shrewsbury SY3 8XL shropcom.dataprotection@nhs.net You can also raise concerns to the ICO: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF www.ico.org.uk</p>