

Privacy Notice



About this notice

This privacy notice explains:

- What information we collect about children and young people
- Why we collect it
- How it is used and shared
- What rights you have over your information

It applies to **Open Minds Calderdale** services.

Who we are

Open Minds Calderdale is a partnership of NHS, local authority and voluntary sector organisations. We work together to support the emotional health and wellbeing of children and young people in Calderdale.

When a referral is made to Open Minds, information is collected so the right help can be identified and delivered by the most appropriate service within the partnership.

Who is responsible for your information?

For Open Minds Calderdale services, **Northpoint** is the **Lead Data Controller**.

This means Northpoint is legally responsible for how personal information is collected, used and protected on behalf of the Open Minds partnership.

Northpoint

Small Mill
Chadwick Street
Leeds
LS10 1LJ

Northpoint is registered with the Information Commissioner's Office (ICO): **Z5357295**

We take protecting personal information very seriously and do everything we reasonably can to keep it safe and confidential.

How we keep information safe

Northpoint has:

- A **Senior Information Risk Owner (SIRO)** who is accountable for information risk
- A **Caldicott Guardian** who oversees confidentiality and appropriate information sharing
- A **Data Protection Officer (DPO)** who makes sure we follow data protection law

Data Protection Officer

If you have questions or concerns about how information is used, you can contact:

Martin Horbury

Data Protection Officer

Email: martin.horbury@northpoint.org.uk

Address: Northpoint, Small Mill, Chadwick Street, Leeds, LS10 1LJ

What information do we collect?

We keep records about the health, wellbeing and care of children and young people who are referred to Open Minds Calderdale.

Information may come from:

- Parents or Carers
- The child or young person
- Schools or colleges
- GPs, hospitals or NHS services
- Social care or other professionals involved in care

Records are held securely and may include:

- Basic details (such as name, address, date of birth and contact details)
- Information about appointments, phone calls or messages
- Information from professionals who know the child or young person
- Notes and reports about wellbeing, assessment and care

How we use information

Information is used to:

- Understand what support a child or young person needs
- Make sure professionals involved have accurate and up-to-date information
- Plan and deliver safe, appropriate care
- Help services work together effectively
- Improve the quality of services

Information may also be used (in a safe and controlled way) to:

- Plan and improve NHS and local services
- Support service monitoring, audits and research
- Produce statistics and reports (this is usually anonymised)

Our lawful basis for using information

Under data protection law, we must have a lawful reason to use personal information.

We rely on:

- **Public task** – using information is necessary to carry out our public health and care responsibilities (GDPR Article 6(1)(e))
- **Special category health data** – information is used to provide health or social care, including assessment, diagnosis and treatment (GDPR Article 9(2)(h))

Who we share information with

We only share information when it is lawful, necessary and in the best interests of the child or young person.

Information may be shared with organisations involved in delivering Open Minds Calderdale, including:

- NHS trusts and commissioned health services
- Local authority services
- Schools and education services
- Voluntary and community sector partners
- GPs and other health professionals

Sometimes children and young people also receive support from services outside the NHS, such as social care. Where appropriate, information may be shared so professionals can work together to provide the right support.

We will **not** share information with other organisations unless:

- You have given permission (where consent is appropriate)
- We are required to do so by law
- There is a serious risk of harm to the child or someone else
- It is necessary to prevent or investigate a serious crime

All organisations we share information with are required to keep it safe and confidential.

Your rights

We respect your rights and will support you to use them.

You have the right to:

- **Be informed** – to know how information is used
- **Access** – to request a copy of information we hold
- **Rectification** – to ask for information to be corrected if it is wrong or incomplete
- **Object** – to raise concerns about how information is used
- **Restrict processing** – to ask us to temporarily limit how information is used in certain situations

Young people who have capacity can make decisions about access to their own records.

Parents and carers may access records if the child consents, lacks capacity, or it is in the child's best interests.

If information has been shared with us in confidence by a young person, it may not be disclosed without their permission unless there is a serious safeguarding concern.

To request access to records, please contact the Data Protection Officer.

Sending information outside the UK

In most cases, information is stored and processed in the UK or European Economic Area (EEA).

If information is processed outside the EEA, we make sure appropriate safeguards are in place, so it receives the same level of protection.

How long we keep information

Information is kept in line with the **Department of Health Records Management Code of Practice for Health and Social Care Records (2016)**.

This means information is kept only for as long as necessary and then securely deleted.

Questions or concerns

If you have questions or worries about how information is used:

- Speak to a member of the Open Minds team, or
- Contact the Data Protection Officer using the details above