**Continuing Healthcare**

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| **Purpose** | Where you have asked us to undertake assessments for Continuing Healthcare (CHC), we will use your information to approve funding packages based on your eligibility. |
| **Type of Information** | Identifiable - Personal (such as name, address, date of birth) and Special Category (health information, racial or ethnic origin and criminal conviction information) |
| **How we will collect and use the Information** | The CHC team will collect, use, share and securely store information from/with the Local Authority (Social Services) and other organisations or individuals that are either directly or indirectly involved in the assessment, decision making process, the arranging of care, the funding and payment of care and appropriate monitoring of and audit of the safety and quality of care.  We will use pseudonymised information for validating invoices. The care provider invoices the ICB Finance Team using a reference number. Any discrepancies will be resolved between the ICB Finance team and the CHC Administration team, who have control over the personal and special category data and are able to advise on the package of care approved against a reference number. |
| **Who we will share the information with.** | The Local Authority (Social Services), Care Homes, health and care organisations involved in delivering or arranging the continuing care required. |
| **Legal Basis for Processing Personal Data** | **6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.  **Processing of Special Categories of Data**  **9(2)(h)** processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in [paragraph 3](https://gdpr-info.eu/art-9-gdpr/)  Schedule 1 part 1 (2) of the DPA 2018 ‘Health or Social Care purposes’. |
| **Common Law Duty of Confidentiality** | Explicit consent |
| **Data Processors** | For Bassetlaw patients-  CHS Healthcare - suppliers of the BroadCare CHC records system used by ICB staff.  Local Partnerships - part of Nottinghamshire Healthcare NHS Foundation Trust provide the nursing staff who undertake the assessments for Continuing Healthcare.  For Nottingham City and Nottingham South patients- Nottingham City Care Partnership provide the nursing staff who undertake the assessments for Continuing Healthcare.  QAPlus- suppliers of the CHC records system used by ICB staff for both Nottingham City and Mid Nottinghamshire patients. Nottingham City Care Partnership also uses QAPlus. |
| **Your Rights** | * To be informed about the processing of your information (this notice) * Of access to information held about you * Have the information corrected in the event that it is inaccurate * To restrict or stop processing * Object to it being processed or used * Not to be subject automated decision-taking or profiling |
| **How long we will keep the information** | Your personal data will be deleted from our systems and files in line with the Records Management Code of Practice 2021.  [Records Management Code of Practice - NHS Transformation Directorate (nhsx.nhs.uk)](https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/)  Where requests have been rejected information will be retained for 2 years.  Records relating to adults will be retained for 8 years as per the standard retention periods for adult care records, for children until their 25th birthday, or 26th if the patient was 17 when care ended. Where they relate to mental health, they will be retained for 20 years or 10 years after death. |