

## Individual Funding Requests

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| <b>Purpose</b>                                     | <p>The ICB is responsible for the management of Individual Funding Requests. This policy must be used to consider:</p> <ul style="list-style-type: none"> <li>• requests for any form of medical treatment or care which is not included within existing service agreements;</li> <li>• requests for any form of medical treatment or care which, for this particular patient, are outside the parameters set by existing service agreements;</li> <li>• requests for any form of medical treatment or care where the treatment or care proposed could not be considered to be 'mainstream'.</li> </ul> |
| <b>Type of Information</b>                         | <p>Personal data (e.g. name, address, d.o.b.) and special category data (medical details)</p> <p>Anonymous information.</p>   |
| <b>How we will collect and use the Information</b> | <p>Personal and Special Category Data.</p> <ul style="list-style-type: none"> <li>- We will receive information from your GP and secondary care providers regarding the referral for specialist treatment and information from you in order to support the request.</li> <li>- Information required to make payments in relation to funding treatments is provided by you.</li> </ul> <p>Anonymous information – to provide reports to enable analysis of funding requests.</p>   |
| <b>Who we will share the information with</b>      | <p>The information will be shared with your GP and other health and care organisations involved in delivering the Individual Funding Request.</p>   |
| <b>Legal Basis for Processing Personal Data</b>    | <p>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;</p> <p>9(2)(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity</p>   |

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|  | <p>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 <a href="#">paragraph 3</a></p> <p>Schedule 1 part 1 (2) of DPA 2018 for 'Health or Social Care Purposes'</p>   |
| <b>Common Law Duty of Confidentiality</b>    | Explicit Consent – obtained by the referring clinician.   |
| <b>Data Processors</b>                       | Blueteq Limited – suppliers of the blueteq system.  |
| <b>Your Rights</b>                           | <ul style="list-style-type: none"> <li>• To be informed about the processing of your information (this notice)</li> <li>• Of access to the information held about you</li> <li>• Have the information corrected in the event that it is inaccurate</li> <li>• To restrict or stop processing</li> <li>• Object to it being processed or used</li> <li>• Not to be subject automated decision-taking or profiling</li> </ul>   |
| <b>How long we will keep the information</b> | <p>Your personal data will be deleted from our systems and files in line with the Records Management Code of Practice 2021.</p> <p><a href="#">Records Management Code of Practice - NHS Transformation Directorate (nhsx.nhs.uk)</a></p> <p>8 years for adults and Children's up to 25<sup>th</sup> or 26 birthday, if patient was 17 when treatment ended. For treatment relating to mental health 20 years, or 10 years after death</p> <p>Where requests have been rejected the information will be retained for 2 years.</p> |