

Coproduction Team

<p>Purpose</p>	<p>Coproducing services with people with lived experience means that the ICB can commission services that accurately reflect the needs of those using them, which can lead to better health outcomes.</p> <p>The aim of the Coproduction Team is to connect the public to coproduction activity through raising awareness with the public and connecting staff who work in the same field across the system to share best practice and coproduction outcomes. They will ensure that the work involves diverse voices in a meaningful way, to ensure everyone has a chance to shape our system and the services within it and ensure that anyone who wants to be involved is able to do so.</p>
<p>Type of Information</p>	<p>Personal Data (such as name, address, phone number, email).</p> <p>We will also collect your communication preferences.</p>
<p>How we will collect and use the Information</p>	<p>The ICB is identified as the data controller.</p> <p>The coproduction team:</p> <p>Will collect data directly from the public and staff who engage with our service. We will collect your data via email, telephone, letter, in person or through the completion of an electronic form. We will use this information to:</p> <ul style="list-style-type: none"> • Connect you with your chosen participation activity. • Add you to the coproduction newsletter distribution list. • Add you to the coproduction network. • Provide you with advice, support and guidance. • Add you as a member to the coproduction toolkit. • Provide information about events or training. <p>Will comply with our legal obligations on data protection. We will maintain accurate records and ensure the security and confidentiality of the data you provide.</p> <p>Will carefully look after any personal data that we hold or use.</p>
<p>Who we will share the information with.</p>	<p>Health care, social care, voluntary, community and social enterprise organisations that make up Nottingham and Nottinghamshire's Integrated Care System.</p> <p>The coproduction team will only share data that is required to connect you to your chosen coproduction activity.</p> <p>This information will be shared with your consent and only with the team doing coproduction.</p>

	<p>ICB Finance Team. The coproduction team will share data with finance team so that they can process your claim for out-of-pocket expense reimbursement to generate a cheque which they will post to you.</p> <p>NHS Futures Platform. Our coproduction toolkit is hosted on the NHS Futures website which is an NHS England collaboration platform. To enable your access to our coproduction workspace, we will need to add your email address to this platform. You will then be invited via email to sign up to NHS Futures to gain access. NHS Futures Privacy Policy is available on their website.</p>
Legal Basis for Processing Personal Data	<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>NHS Act 2022:</p> <ul style="list-style-type: none"> • Working with People and Communities Guidance <p>NHS Act 2006:</p> <ul style="list-style-type: none"> • 14Z34 Duty as to improvement in quality of services. • 14Z34 Duty to promote involvement of each patient.
Common Law Duty of Confidentiality	Explicit informed consent.
Data Processors	Not applicable.
Your Rights	<p>To be informed about the processing of your information (this notice):</p> <ul style="list-style-type: none"> • 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 (where we are relying on public task as the legal basis). • Not to be subject automated decision-taking or profiling.
How long we will keep the information	Your personal data will be retained on our systems and files in line with the Records Management Code of Practice 2021 .
National Data Opt-Out	Not applicable for the provision of this service.
Contact Details	To speak to the Coproduction Team about how they handle your data, please complete the Support Request Form or email nnicb-nn.icbcoproductionteam@nhs.net .