

Privacy Notice for Children & Young Adults

Introduction

NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) is responsible for making sure health and care services are provided to you when you need them. The ICB does not need to use information that can identify you to do most of our work. For some things we need to use your personal information. This notice is to let you know why and how we collect your personal information and how this information is used. Sometimes you are allowed to decide how your information is used but there are also times where your information will have to be used to give you the care that you need. The ICB must keep your information safe at all times.

The types of Information we use.

The information that we hold about you may be electronic (information kept on our computers), on paper (letters that we may have or that we receive) or a mixture of both. Records that the ICB holds about you may include the following:

- Personal details about you, such as your name, address, date of birth, and any numbers that identify you, for example - your NHS number.
- Any contact the ICB has had with you, such as letters we have written to you or about you.
- Notes and reports about your health.
- Important information from other health professionals, relatives or those who care for you.

Why does the ICB collect and use personal information.

Where the ICB collects and uses information about you this is to provide you with care to make sure you are given the help you need to stay safe and healthy. We can collect this information from you, your family and other people involved in giving you this help.

Here are some examples of why we collect your information:

- To help us plan health services you might need.
- To keep you and others safe.
- To follow the law.

Your information we share with or receive from other organisations.

We will not give your information to anyone else without your permission unless there are exceptional circumstances (for example, in life-or-death situations), where the law requires information to be passed on, for example Child Protection and Serious Criminal Activity. Where we ask for your permission, this is called consent. If you are asked for your consent, you can make

choices about how your information is used, if you do not want to give consent you do not have to. You may not be able to give consent on your own and we will ask your parent or guardian to be part of the decision if you are under 12 or if you are over 12 and it is evident that you are acting against your own best interests.

We may need to share your information with other organisations that care for you, this may include schools, hospitals, local councils, and sometimes the police to help keep you safe.

[How we keep your health records confidential](#)

We have to keep information about you and your records private so we will only use or share your information in line with these guidelines and laws:

- UK General Data Protection Regulation
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security
- Data Protection Act 2018

All staff members employed by the ICB are legally required to maintain the confidentiality of your information. Confidentiality is outlined within the contracts of all ICB staff members, ensuring that your privacy is consistently upheld.

[How long we keep your records.](#)

We look after and keep your records in line with the NHS Records Management Code of Practice. We keep your personal information for no longer than is necessary to fulfil the purposes for which it was collected, as described above or in another privacy notice provided to you.

[Decisions you can make about your information.](#)

You have a number of rights under the law including:

- the right to know what we do with your information. That's what this privacy notice is for.
- to ask us stop using or to delete your information.
- letting us know if your information has been recorded wrongly and asking us to fix it.
- asking what information, we hold about you. We can give you a copy of your information and tell you why we hold it, where it came from, and who we have given it to.

The rights you have depend on what we use your data for, and there is more information on our general [Privacy Notice](#).

To ask for a copy of your information or if you have any concerns about the way the ICB is collecting or using your personal information, you can contact our Data Protection Officer Loretta Bradley nnicb-nn.igteam@nhs.net.

If the ICB does not reply to your request for a copy of your information or does not respond to your concerns, you can talk to the Information Commissioner's Office (ICO). You can telephone the ICO on 0303 123 1113. Or you can contact the ICO by email using the link below:

<https://ico.org.uk/global/contact-us/email/>

If Your Details Change

It is important that you tell us, or any other person involved in your care if any of your details such as your name, address or telephone number have changed.

You should also know that from 12 years old you are able to use your own mobile telephone number instead of your parent/guardian's telephone numbers for when we need to contact you.

Data Protection Registration

Under the Data Protection Act 2018, the ICB has to register with the Information Commissioner's Office (ICO) to let them know why we process and use personal and sensitive information. The Information Commissioner makes sure that organisations look after the information that they hold correctly.

The ICB is registered with the Information Commissioners Office (ICO), our registration number is ZB346050 . This information is available for everyone to see on the Information Commissioners Office website www.ico.org.uk.

Getting in touch with us

If you need to know anything else about the information we have about you, how we use or keep your information, or would like to talk to us about having a copy of your information you can ask to speak to the ICB's Data Protection Officer, who will be happy to explain. Our Data Protection Officer has overall responsibility for Data Protection within the ICB.

Data Protection Officer NHS Nottingham & Nottinghamshire ICB

Information Governance Team

Nottingham and Nottinghamshire ICB

Sir John Robinson House

Sir John Robinson Way

Arnold

Nottingham

NG5 6DA

nnicb-nn.igteam@nhs.net

[Tel:0115 8454545](tel:0115 8454545)

Further Information

If you want to know more see our general [Privacy Notice](#).