

## APPENDIX A

## Details of information used for specific purposes

## Commissioning

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	Hospitals and community setting organisations that provide NHS-funded care must by law submit certain information to NHS Digital about services provided to you and the population we serve. This information is known as commissioning datasets. The ICB obtains these datasets from NHS Digital which relate to patient registered with our GP Practices. This enables us to plan, design, purchase and pay for the best possible care available for you.
<b>Type of Information Used</b>	<p>Different types of commissioning data are legally allowed to be used by different organisations within, or contracted to, the NHS.</p> <p>Identifiable – when disclosed from Primary and Secondary care services to NHS Digital</p> <p>Pseudonymised – the ICB may only receive this information in a pseudonymised format which does not identify individuals.</p>
<b>Legal Basis</b>	<p>Statutory requirement for NHS Digital to collect identifiable information.</p> <p>For use by the ICB:</p> <p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller</p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p> <p>NHS Digital has a legal basis for passing on patient data under the Health and Social Care Act 2012.</p>
<b>How we collect (the source) and use the information</b>	<p>The datasets we receive from NHS Digital have been linked and are in a format that does not directly identify you. Information such as your age, ethnicity and gender, as well as coded information about any clinic or Accident and Emergency attendances, hospital admissions and treatment will be included.</p> <p>We also receive information from the GP Practices within our ICB that does not identify you.</p> <p>We use these datasets for a number of purposes such as:</p> <p>Performance managing contracts</p> <p>Reviewing the care delivered by providers to ensure service users are receiving quality and cost effective care</p>

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	<p>To prepare statistics on NHS performance to understand health needs and support service redesign, modernisation and improvement</p> <p>To help us plan future services to ensure they continue to meet our local population needs</p>
<b>Data Processors</b>	<p>The <a href="#">Data Services for Commissioning Regional Office (DSCRO)</a> obtains the identifiable information from the <a href="#">Secondary Uses Service (SUS)</a> at NHS Digital. The DSCRO also receives identifiable information directly from providers They pseudonymise the information and pass it to NECS. NECS run further data quality checks and prepare the data for use by the ICB. The primary care data is collected nationally and passed to NHS Digital who then (via the DSCRO) pass on the Information to NECS/ICB.</p>
<b>Your Rights</b>	<p>If you do not want the NHS to use information about you, collected by your GP then you can opt out by completing an opt-out form and returning it to your GP practice. Details of the national patient opt out can be found here: <a href="https://www.nhs.uk/your-nhs-data-matters/">https://www.nhs.uk/your-nhs-data-matters/</a></p> <p>With regards to Commissioning under GDPR you have the right :</p> <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>To have the information corrected in the event that it is inaccurate</li> <li>To restrict or stop processing</li> <li>To object to it being processed or used</li> <li>Not to be subject automated decision-taking or profiling</li> <li>To be notified of data breaches</li> </ul>
<b>How long we will keep the information</b>	<p>The data will be retained for a period of 8 years. Data that supports trend analysis or identification of patterns may be held for longer.</p>
<b>Who we will share the information with (recipients)</b>	<p>This information is not shared outside of the ICB.</p>

## Risk Stratification

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	Information from health and social care records, using the NHS Number provided via the <a href="#">Secondary Uses Service</a> (SUS) at NHS Digital, is looked at to identify groups of patients who would benefit from some additional help from their GP or care team. This is known as 'Risk Stratification'. The aim is to prevent ill health and possible future hospital stays, rather than wait for you to become sick. You have the right to opt out of your information being shared by NHS Digital; please see the Your Right to Opt Out section below.
<b>Type of information Used</b>	Only de-identified information (NHS number removed) is accessible to the ICB.  Only GP Practices within the ICB have access to identifiable information (NHS Number) of their own patients in order to see who may benefit from additional help.
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller.  GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.  A <a href="#">section 251</a> approval (CAG 7-04(a)/2013) from the Secretary of State, through the <a href="#">Confidentiality Advisory Group</a> of the Health Research Authority, enables the pseudonymised information to be sent to the ICB via NHS Digital in order to help us plan the most appropriate health services for our population.
<b>How we collect (the source) and use the information</b>	Primary Care data extracted from individual GP practices and Secondary Care data (collected nationally via the Secondary Uses Service): Inpatient, Outpatient, Accident and Emergency, Out of Hours, Urgent Care, Community Nursing, Community Mental Health is passed to the Data Services for Commissioners Regional Office (DSCRO) so that the information can be linked (the DSCRO is a department of NHS Digital). This information is passed to NECS who provides the Risk Stratification tool to GP Practices on behalf of the ICB.  De-identified information is made available to the ICB to provide a picture of the health and needs of their local population, which enables:  priorities to be determined in the management and use of resources; planning services; cover the range of potential questions, and issues they may need to consider, and to support and evidence decisions.
<b>Data Processors</b>	<a href="#">North of England Commissioning Support (NECS)</a>
<b>Your Rights</b>	If you do not want the NHS to use information about you, collected by your GP then you can opt out by completing an opt-out form and returning it to your GP practice. Details of the national patient

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	<p>opt out can be found here: <a href="https://www.nhs.uk/your-nhs-data-matters/">https://www.nhs.uk/your-nhs-data-matters/</a></p> <p>With regards to Risk Stratification under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)</p> <p>Of access to the information held about you</p> <p>To have the information corrected in the event that it is inaccurate</p> <p>To restrict or stop processing</p> <p>To object to it being processed or used</p> <p>Not to be subject automated decision-taking or profiling</p> <p>To be notified of data breaches</p>
<b>How long we will keep the information</b>	<p>The data will be retained in accordance with the ICB rules outlined in the Records Management Code of Practice 2021 Specifically for the Risk tool, the system will hold 3 years of data updated monthly to be used within the tool.</p>
<b>Who we will share the information with (recipients)</b>	<p>This information is not shared outside of the ICB.</p>

## Invoice Validation

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<p><a href="#">Invoice validation</a> is part of the process by which providers of care or services get paid for the work they do.</p> <p>Invoices, with supporting information, are submitted to the ICB for payment, but before payment can be released, the ICB needs to ensure that the activity claimed for each patient is their responsibility. These invoices are validated within a special secure area known as a Controlled Environment for Finance (CEfF) to ensure that the right amount of money is paid, by the right organisation, for the treatment provided. The process followed ensures that only the minimum amount of information about individuals is used by a very limited number of people and is designed to protect confidentiality.</p>
<b>Type of information Used</b>	Identifiable (NHS number, date of birth or postcode) and Special Category (health information)
<b>Legal basis</b>	<p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller.</p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p> <p>A <a href="#">section 251</a> approval 7-07(a)(c)/2013 from the Secretary of State, through the <a href="#">Confidentiality Advisory Group</a> of the Health Research Authority, enables the ICB to process identifiable information for the purpose of invoice validation within a Controlled Environment for Finance.</p>
<b>How we collect (the source) and use the information</b>	<p>Organisations that provide treatment submit their invoices to the ICB for payment. The nominated secure area (CEfF) receives additional information, including the NHS Number, or occasionally date of birth and postcode, from the organisation that provided the treatment.</p> <p>NHS Digital sends information into the secure area, including the NHS number and details of the treatment received. The information is then validated ensuring that any discrepancies are investigated and resolved between the CEfF and the organisation that submitted the invoice. The invoices will be paid when the validation is completed.</p> <p>The ICB does not receive any identifiable information for purposes of invoice validation; however we do receive aggregated reports to help us manage our finances.</p>
<b>Data Processors</b>	The Controlled Environment for Finance uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor.
<b>Your Rights</b>	<p>For Invoice Validation Type 2 opt outs are not applied; patients can object however these objections should not be upheld in order to pay for Health and Social care services.</p> <p>With regards to Invoice Validation under GDPR you have the right:</p>

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	To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	This information will be kept for a period of 6 years This is in line with the Records Management Code of Practice 2021.
<b>Who we will share the information with (recipients)</b>	This information is not shared outside of the ICB.

## Complaints

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<p>Under the NHS Complaints Procedure, individuals have a right to complain to both providers and commissioners about services provided by the NHS.</p> <p>A complaint may relate to a service which the ICB is directly responsible for providing, or it may relate to a service which we have commissioned for the patients who we are responsible for, for example hospital services. The ICB requires this information in order to investigate and help to resolve complaints.</p>
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	<p>GDPR Article 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 &amp;</p> <p>GDPR Article 6(1)(c) 'processing is necessary for compliance with a legal obligation</p> <p>Under:</p> <p>The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 For further information please visit:  <a href="http://www.legislation.gov.uk/ukxi/2009/309/contents/made">http://www.legislation.gov.uk/ukxi/2009/309/contents/made</a></p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p>
<b>How we collect (the source) and use the information</b>	<p>When the ICB receives a complaint from a person, a complaint file is made up which will normally contain the identity of the complainant, the identity of the patient (where this is a different person) and any other individuals involved, plus details of the complaint, including health information.</p> <p>The ICB will only use the identifiable information we collect to process the complaint and to check the level of service we provide.</p> <p>Where the complainant is not the patient, the ICB will usually need to disclose the complainant's identity to whoever the complaint is about in order to obtain consent under the Common Law Duty of Confidentiality to proceed with the complaint and for the complainant to correspond with us on behalf of the patient.</p>
<b>Data Processors</b>	The ICB uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor.
<b>Your Rights</b>	<p>With regards to Complaints under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)  Of access to the information held about you</p>

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	To 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 To be notified of data breaches
<b>How long we will keep the information</b>	We will keep information in relation to complaints for a period of 10 years. This is in line with the Records Management Code of Practice 2021.
<b>Who we will share the information with (recipients)</b>	Where complaints relate to a service we commission, such as hospital care, the complaint will be shared with that organisation. The complainant will be informed where this occurs. Further information is available from the ICB Complaints Policy.

**Individual Funding Requests (IFR)**

<b>Data Controller(s)</b>	NENC ICB
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<b>Purpose</b>	To fund specific treatment for you for a particular condition that is not covered in our contracts with providers. Individual Funding Requests provide payments required to receive specialist treatment, not routinely provided on the NHS, on a case by case basis.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information) – to make payments  Anonymous – to provide reports for analysis of payments made
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller  GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.
<b>How we collect (the source) and use the information</b>	Information required to make payments in relation to funding treatments is provided by you, along with relevant information from primary and secondary care regarding the referral for specialist treatment. The ICB will only use the identifiable information we collect to process the request for funding.  This process is carried out with the consent of the patient to satisfy the Common Law Duty of Confidentiality.
<b>Data Processors</b>	<u>North of England Commissioning Support (NECS)</u>
<b>Your Rights</b>	With regards to Individual Funding Requests under GDPR you have the right :  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The organisation has adopted the retention periods for health and non-health records as set out in the Records Management Code of Practice 2021. The retention schedule is in line with the Records Management Code of Practice 2021. For Individual funding requests this is kept for 8 years after the end of the financial year to which they relate; however, some IFR cases may be kept for longer if they are assessed to have long-term archival value, due to the uniqueness of the care provided.
<b>Who we will share the information with (recipients)</b>	This information will be shared with NECS, GP's, and health and care organisations involved in delivering or arranging the Individual Funding Request.

## Continuing Healthcare

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	Where you have asked us to undertake assessments for Continuing Healthcare – a package of care for those with complex needs. We use your information in order to be able to make the appropriate arrangements for assessing your needs. Individual consent will be sought before any information about you is sought from other professionals.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller  GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.
<b>How we collect (the source) and use the information</b>	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.  This process is carried out with the consent of the patient to satisfy the Common Law Duty of Confidentiality.
<b>Data Processors</b>	The ICB uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor.
<b>Your Rights</b>	With regards to Continuing Healthcare under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The ICB will keep this information for a period of 8 years for Adult CHC records and up to 25 <sup>th</sup> or 26 <sup>th</sup> birthday for Children CHC records. Where CHC cases relate to mental health, the ICB will keep this information for a period of 20 years, or 10 years after death. The retention schedule is in line with the Records Management Code of Practice 2021.
<b>Who we will share the information with (recipients)</b>	The Local Authority (Social Services), Care Homes, health and care organisations involved in delivering or arranging the continuing care required.

## Personal Health Budgets (PHBs)

NENC ICB Privacy Notice

1 July 2022

Final V1.0

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<p>A personal health budget is an amount of money to support someone's health and wellbeing needs, which is planned and agreed between the person, or their representative, and the local clinical commissioning group (ICB) or NHS team.</p> <p>The amount in someone's personal health budget is based upon their personalised care and support plan. This plan helps people to identify their health and wellbeing outcomes, together with their local NHS team, and sets out how the budget will be spent to enable them to reach their goals and keep them healthy and safe.</p>
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	<p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller</p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p> <p>Relevant legislation: National Health Service (Direct Payments) Regulations 2013</p>
<b>How we collect (the source) and use the information</b>	<p>A personal health budget is based upon a personalised care and support plan. This plan sets out someone's health and wellbeing needs, the outcomes they wish to achieve, the amount of money available and how it will be spent. Once the plan and budget has been agreed, the money in a personal health budget can be managed in three ways, or a combination of these:</p> <p><b>Notional budget:</b> No money changes hands. The personal health budget holder knows how much money is available for their assessed needs and decides together with the NHS team how to spend that money. The NHS is then responsible for holding the money and arranging the agreed care and support.</p> <p><b>Third party budget:</b> An organisation independent of both the person and the NHS commissioner (for example an independent user trust or a voluntary organisation) is responsible for and holds the money on the person's behalf. They then work in partnership with the person and their family to ensure the care they arrange and pay for with the budget meets the agreed outcomes in the care plan.</p> <p><b>Direct payment for healthcare:</b> The personal health budget holder or their representative has the money in a bank account and takes responsibility for purchasing the agreed care and support. Budget holders must show what the money has been spent on. Further guidance is included in the Direct Payments in Healthcare Guidance.</p> <p>In most cases people will need a separate bank account to receive a personal health budget via a direct payment (there are some exceptions when the money can be paid directly into someone's existing account, for example if it is a one-off payment). The separate account must only be used for purchasing care, but it</p>

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	<p>may also be used for receiving and managing a social care personal budget, if someone has an integrated personal budget.</p> <p>If someone wishes to have a personal health budget but doesn't want to manage it themselves or doesn't have the capacity to manage the budget themselves, it may be possible for someone else to manage the budget on their behalf. This might be a family member, a close friend or representative. Regardless of who is responsible for the budget, every effort must be made to ask the person about their wishes and to keep their best interests in mind.</p> <p>This process is carried out with the consent of the patient to satisfy the Common Law Duty of Confidentiality.</p>
<b>Data Processors</b>	The ICB does not use external data processors for this function.
<b>Your Rights</b>	<p>With regards to Personal Health Budgets under GDPR you have the right:</p> <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>To have the information corrected in the event that it is inaccurate</li> <li>To restrict or stop processing</li> <li>To object to it being processed or used</li> <li>Not to be subject automated decision-taking or profiling</li> <li>To be notified of data breaches</li> </ul>
<b>How long we will keep the information</b>	<p>The ICB will keep this information for a period of 8 years for Adult PHB records and up to 25<sup>th</sup> or 26<sup>th</sup> birthday for Children PHB records. Where the PHB relate to mental health, the ICB will keep this information for a period of 20 years, or 10 years after death. The retention schedule is in line with the Records Management Code of Practice 2021.</p>
<b>Who we will share the information with (recipients)</b>	<p>The Local Authority (Social Services), health and care organisations involved in delivering or arranging the care required. The third party (for example an independent user trust or a voluntary organisation, or payroll/managed account provider) looking after your money where this has been arranged. If someone wishes to have a personal health budget but doesn't want to manage it themselves or doesn't have the capacity to manage the budget themselves, it may be possible for someone else to manage the budget on their behalf (e.g. family member, friend or representative, nominee).</p>

**Safeguarding**

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	The ICB has a legal duty to have arrangements in place for safeguarding both adults and children. In order to carry out this role, the ICBs' Safeguarding Team processes information for safeguarding purposes.
<b>Type of information Used</b>	<p>Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)</p> <p>The information processed for relevant people only, can include; names, date of birth, address, NHS number, relevant and proportionate information concerning their health and care and their racial or ethnic origin where this is relevant. The ICB will only share this personal information where expressly permitted by law, and will not share with any partners who do not have a lawful basis to process the personal information.</p>
<b>Legal basis</b>	<p>GDPR Article 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...'</p> <p>GDPR Article 9(2)(b) 'processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of ...social protection law in so far as it is authorised by Union or Member State law..'</p> <p>The Children Act 1989 &amp; 2004 establishes implied powers for local authorities and relevant partner agencies to share information to safeguard children. Local authorities have a duty to investigate where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm is the subject of an emergency protection order, or is in police protection.</p> <p>The Children Act also requires local authorities 'to safeguard and promote the welfare of children within their area who are in need' and to request help from specified authorities including NHS Trusts and Foundation Trusts, NHS England and ICBs. These are required by the Children Act to comply with such requests. Under the Children Act 2004 local authorities must make arrangements to promote cooperation with relevant partners and others, to improve well-being.</p> <p>The Criminal Justice Act 2003 provides for the establishment of Multi-Agency Public Protection Arrangements ("MAPPA") in England and Wales. Under this legislation the NHS have a duty to co-operate with MAPPA processes by sharing relevant and proportionate information regarding MAPPA subjects.</p> <p>The Care Act 2014 requires that local authorities must make enquiries, or cause another agency to do so, whenever abuse or neglect are suspected in relation to an adult and the local authority thinks it necessary to enable it to decide what (if any) action is needed to help and protect the adult.</p> <p>The Care Act 2014 stipulates that partners should ensure that they have the mechanisms in place that enable early identification and</p>

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	<p>assessment of risk through timely information sharing and targeted multi-agency intervention.</p> <p>Decisions on sharing information must be justifiable and proportionate, based on the potential or actual harm to adults or children at risk and the rationale for decision-making should always be recorded.</p> <p>When sharing information about adults, children and young people at risk between agencies it will only be shared :</p> <p>where relevant and necessary, not simply all the information held with the relevant people who need all or some of the information when there is a specific need for the information to be shared at that time</p>
<b>How we collect (the source) and use the information</b>	The ICB may receive information relating to safeguarding concerns from you directly or relatives or through notification of concerns from other Health and Social Care organisations. All Health and Social Care professionals have a legal requirement to share information with appropriate agencies where safeguarding concerns about children or adults have been received. Where it is appropriate to do so the organisations will keep you informed of when information is required to be shared. Access to this information is strictly controlled and where there is a requirement to share information, e.g. with police or social services, all information will be transferred safely and securely ensuring only those with a requirement to know of any concerns are appropriately informed.
<b>Data Processors</b>	The ICB does not use external data processors for this function.
<b>Your Rights</b>	<p>With regards to Safeguarding under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)</p> <p>Of access to the information held about you</p> <p>To have the information corrected in the event that it is inaccurate</p> <p>To be notified of data breaches</p>
<b>How long we will keep the information</b>	Information is kept in accordance with the Records Management Code of Practice 2021– depending on the nature of the records held, some records will be kept for longer than the standard retention periods within the Code of Practice.
<b>Who we will share the information with (recipients)</b>	Information will be shared with relevant professionals from partner agencies. Such as; Safeguarding Boards, Multi-Agency Safeguarding Hubs (MASH), Multi-Agency Risk Assessment Conference (MARAC), Local Authority, other Health and Social Care organisations or the Police

## Patient and Public Involvement

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	If you have asked the ICB to keep you regularly informed and up to date about the work of the ICB or if you are actively involved in our engagement and consultation activities through focus groups, meetings or surveys or are a patient representative in our groups, we will collect and use information you share with us. Where you submit your details to us for involvement purposes, we will only use your information for this purpose.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth)
<b>Legal basis</b>	GDPR Article 6 1(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes
<b>How we collect (the source) and use the information</b>	We will be collecting and using your information to enable us to keep you informed of any news, consultation activities or patient participation groups.  Your information will be held securely and accessible only to those who need it for the purposes it was collected.
<b>Data Processors</b>	Generally, the ICB does not use external data processors for this function. However, for bespoke or large-scale exercises, the ICB may commission specialist data analyst companies to process information and produce reports. Any information shared with an external company would be transferred securely and only used for the agreed purpose.
<b>Your Rights</b>	With regards to Patient and Public Involvement under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information we hold about you. To have that information amended in the event that it is not accurate. To have the information deleted To restrict processing To object to processing/withdraw your consent for processing Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	We will only keep this information for as long as you are happy for us to do so, if you no longer wish us to use/ store your information you can request its removal/erasure at any time.
<b>Who we will share the information with (recipients)</b>	Your personal information will only be shared with ICB staff who need it for the purposes it was collected or, wider, with your permission and knowledge.

## Serious Incident reports

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	The ICB collects and uses information from Serious Incident reports from Primary and Secondary Care Providers to ensure incidents are dealt with appropriately and lessons learnt.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	<p>GDPR Article 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...' AND 6 (1) (c) – processing is necessary for compliance with a legal obligation...</p> <p>Related legislation:</p> <p>NHS Act 2006/Health and Social Care Act 2012.</p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p>
<b>How we collect (the source) and use the information</b>	We are statutorily required to fully investigate and review incidents and will receive information from Primary and Secondary Care Providers. Where there is a requirement to provide incident reports externally, the information will be anonymised unless there is a legal requirement to provide your details. You will be kept informed of the requirements we are required to meet where information is to be shared externally.
<b>Data Processors</b>	The ICB Does not use external data processors for this function.
<b>Your Rights</b>	<p>With regards to Serious Incident Reports under GDPR you have the right:</p> <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>To have the information corrected in the event that it is inaccurate</li> <li>Not to be subject automated decision-taking or profiling</li> <li>To be notified of data breaches</li> </ul>
<b>How long we will keep the information</b>	<p>Incidents (Serious) – 20 years</p> <p>Incidents (Other) – 10 years</p>
<b>Who we will share the information with (recipients)</b>	Your information may be shared with Primary and Secondary healthcare providers involved in the incident.

## Freedom of Information requests

<b>Data Controller(s)</b>	NENC ICB
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1 July 2022

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<b>Purpose</b>	As a public authority, the ICB has a duty to respond to requests made under the Freedom of Information Act 2000.
<b>Type of information Used</b>	Identifiable: Personal (such as name and address).
<b>Legal basis</b>	<p>GDPR Article 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...' AND 6 (1) (c) – processing is necessary for compliance with a legal obligation ....</p> <p>Relevant Legislation:</p> <p>The Freedom of Information Act 2000</p>
<b>How we collect (the source) and use the information</b>	<p>We will only collect identifiable information such as name and contact details provided by individuals making requests under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR) and the Re-Use of Public Sector Information Regulations 2015 (RPSI). This information will only be used to respond to such requests and in correspondence with individuals following appeals.</p> <p>The personal data we process is freely provided by applicants who wish to exercise their right to use the above legislation in order to access information held by or on behalf of the ICB.</p> <p>Where the individual is making a request under the Re-Use of Public Sector Information Regulations 2015, by law we require the re-use purpose.</p>
<b>Data Processors</b>	The ICB uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor.
<b>Your Rights</b>	<p>With regards to Freedom of Information Requests under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)</p> <p>Of access to the information held about you</p> <p>To have the information corrected in the event that it is inaccurate</p> <p>Not to be subject automated decision-taking or profiling</p> <p>To be notified of data breaches</p>
<b>How long we will keep the information</b>	<p>Freedom of Information (FOI) requests and responses and any associated correspondence - 3 years from the date of closure of the FOI request.</p> <p>FOI requests where there has been a subsequent appeal - 6 years from the date of closure of the appeal.</p>
<b>Who we will share the information with (recipients)</b>	This information is not shared outside of the ICB.

## Medicines Management

<b>Data Controller(s)</b>	NENC ICB
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<b>Purpose</b>	The ICB has a duty to secure continuous improvement in the quality of services provided to individuals for or in connection with the prevention, diagnosis or treatment of illness. Taking that into account, The medicines management team supports the ICB with commissioning services that make best use of available medicines. Your personal data will be used to fulfil this duty in respect of promoting cost-effective use of medicines as well as implementing projects or actions to optimise the use of medicines to improve outcomes, enhance patient safety and improve capacity within the local health economy.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	GDPR Article 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,  GDPR Article 9 (2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.
<b>How we collect (the source) and use the information</b>	Data used to fulfil the above duties is received directly from the primary and secondary healthcare providers for which the ICB has responsibility for.
<b>Data Processors</b>	The ICB does not use external data processors for this function.
<b>Your Rights</b>	With regards to Medicines Management Reviews under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The organisation has adopted the retention periods for health and non-health care records as set out in the Records Management Code of Practice 2021. The retention schedule is in line with the Records Management Code of Practice 2021.
<b>Who we will share the information with (recipients)</b>	Personal data is shared between the ICB and local healthcare providers, including GP practices. They do this to facilitate the implementation of recommendations by the medicines management team.

## Care and Treatment Reviews

OFFICIAL

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<a href="#">Care and Treatment Reviews (CTRs)</a> are part of NHS England's commitment to transforming services for people with learning disabilities, autism or both. CTRs are for people whose behaviour is seen as challenging and/or for people with a mental health condition. They are used by commissioners for people living in the community and in learning disability and mental health hospitals.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller.  GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.
<b>How we collect (the source) and use the information</b>	Care and Treatment Reviews involve pharmacists or pharmacy technicians reviewing patients' medication to gauge the appropriateness of the treatment they are receiving in order to reduce medicines-related harm or avoid unnecessary expenditure.
<b>Data Processors</b>	NENC ICB  Other healthcare organisations involved with CTRs such as Local Authorities, Hospitals, Community Teams and GPs
<b>Your Rights</b>	With regards to Care and Treatment reviews under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The ICB will retain this information for a period of 8 years.
<b>Who we will share the information with (recipients)</b>	Information may be shared with the Local Authority, and primary and secondary healthcare providers.

## Referral Support Services

OFFICIAL

<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	When it has been identified by your GP or Optician that you require further diagnosis and/or treatment/care your GP/ Optician will make a referral to a secondary care service. For some specialties your referral will be reviewed by an independent specialist doctor to ensure that you receive the most effective care.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health information)
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller.  GDPR Article 9(2)(h)- processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.
<b>How we collect (the source) and use the information</b>	The Referral Support Service involves a review of a copy of your GP referral against agreed clinical guidelines with the aim of ensuring the patient is seen by the right clinician, in the right place at the right time. These arrangements provide for an additional ‘check’ of referrals by a team of contracted clinicians. When you and your GP agree that you need a secondary care appointment, you can choose which hospital or clinic you go to. The Referral Support Service provides access to a system, (Choose and Book) that lets you choose your hospital or clinic and book your first appointment.  This process is carried out with your consent in order to satisfy the Common Law Duty of Confidentiality.
<b>Data Processors</b>	<a href="#">e-RS Choose &amp; Book Service</a>
<b>Your Rights</b>	With regards to the Referral Support Service under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To object to it being processed or used Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The ICB does not store this information. Referral letters are filed in the patient’s record and held in accordance with the rules outlined in the Records Management Code of Practice 2021
<b>Who we will share the information with (recipients)</b>	This information will be shared with NHS Service Providers and Independent Sectors if providing NHS Secondary Care Services.

## Film and Promotional Materials

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	We use this information to educate patients and the public on the services we provide.
<b>Type of information Used</b>	Identifiable – Name, face
<b>Legal basis</b>	GDPR Article 6 (1)(a) the data subject has given consent to the processing of his or her information for one or more specified purpose(s);  GDPR Article 9(2)(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
<b>How we collect (the source) and use the information</b>	We will only collect and use this information with your consent. If you no longer wish for your information to be used for this purpose you can withdraw your consent at any time by contacting us at NECS <a href="#">North of England Commissioning Support (NECS)</a>
<b>Data Processors</b>	The ICB does not use external Data Processors for this function.
<b>Your Rights</b>	With regards to Film & Promotional Materials under GDPR you have the right:  To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To withdraw your consent to the processing. The right to data portability Not to be subject automated decision-taking or profiling To be notified of data breaches
<b>How long we will keep the information</b>	The ICB will keep this information for a period of 5 years as documented on our consent form.
<b>Who we will share the information with (recipients)</b>	The majority of our film & promotional materials are available online via the ICBs website and are accessible/ viewable by the general public.

## Information for Job Applicants

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	The ICB will process information provided by applicants for the management of their application and the subsequent selection process.
<b>Type of information Used</b>	Anonymous – for shortlisting and selection purposes Identifiable: Personal such as name, address, date of birth etc.) - following the short-listing process
<b>Legal basis</b>	Article 6 – 6(1)(c) ‘...necessary for compliance with a legal obligation...’  For criminal conviction information (obtained via the Disclosure and Barring Service (DBS)) processing meets the requirements of Article 10 of the GDPR under Schedule 1, Part 1 of the Data Protection Act 2018 - processing in connection with employment, health and research - Processing necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection.  Relevant legislation: the provisions of the Safeguarding Vulnerable Groups Act 2006 as a basis for carrying out our DBS checks.
<b>How we collect (the source) and use the information</b>	The recruitment process involves passing details provided by you on your application regarding your qualifications, skills and work experience, (but excluding your name, address and other personal data) to the short-listing and selection panels. After shortlisting full details provided by you on your application form will be provided to the interview panel. Details provided by you are also used to help fulfil our obligations to monitor equality and diversity within the organisation and process your application.
<b>Data Processors</b>	The ICB uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor.
<b>Your Rights</b>	To be informed about the processing of your information (this notice) Of access to the information held about you To have the information corrected in the event that it is inaccurate To restrict or stop processing To be notified of data breaches
<b>How long we will keep the information</b>	Recruitment records should be kept for a period of six months after the date of appointment.
<b>Who we will share the information with (recipients)</b>	We will share the information with recruiting managers.

## Human Resources

OFFICIAL

<b>Data Controller(s)</b>	NENC ICB NHS Business Services Authority (for the Electronic Staff Record aspect)
<b>Purpose</b>	The ICB holds personal and confidential information on its staff for employment-related purposes, such as recruitment, payment of salary, sickness and absence monitoring and professional development purposes.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health, racial or ethnic origin information) Information relating to criminal convictions (DBS checks).
<b>Legal basis</b>	GDPR Article 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 AND 6 (1) (c) – Processing is necessary for compliance with a legal obligation... GDPR Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment...social protection law in so far as it is authorised by Union or Member State law. For criminal conviction information (obtained via the Disclosure and Barring Service (DBS)) processing meets the requirements of Article 10 of the GDPR under Schedule 1, Part 1 of the Data Protection Act 2018 - processing in connection with employment, health and research - Processing necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection. Relevant legislation: the provisions of the Safeguarding Vulnerable Groups Act 2006 as a basis for carrying our DBS checks.
<b>How we collect (the source) and use the information</b>	The ICB uses information for the purposes of employment in a variety of ways including: Recruitment – application forms, collecting references, carrying out DBS checks, payroll and pension information. Managing and monitoring annual leave and sickness. Carrying our personal development reviews. Referrals to Occupational Health Disciplinary procedures. Processing staff leavers, retirements and providing references. Recruitment of temporary staff/student placements
<b>Data Processors</b>	The ICB uses NECS <a href="#">North of England Commissioning Support (NECS)</a> as a Data Processor. IBM (system supplier of the Electronic Staff Record - ESR) NHS Business Services Authority – management of <a href="#">NHS Jobs</a> (recruitment website) Northumbria FT (finance system) for payroll purposes

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<p><b>Transfer of information overseas</b></p>	<p>NHS SBS carry out some of their processing activity in India. Where this occurs it is governed by the use of approved Model Contract Clauses.</p>
<p><b>Your Rights</b></p>	<p>Under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)</p> <p>Of access to the information held about you</p> <p>To have the information corrected in the event that it is inaccurate</p> <p>To be notified of data breaches</p>
<p><b>How long we will keep the information</b></p>	<p>The ICB will store this information for a period of 6 years after the staff member leaves. At that point, a summary record will be made and retained until the staff members 75<sup>th</sup> birthday.</p>
<p><b>Who we will share the information with (recipients)</b></p>	<p>In addition to the sharing with our named Data Processors above - the ICB shares information with a variety of organisation and individuals for a number of lawful purposes including:</p> <p>Public disclosure under Freedom of Information - e.g. requested names or contact details of senior managers or those in public-facing roles;</p> <p>Disclosure of job applicant details - e.g. to named referees for reference checks, to the Disclosure &amp; Barring Service for criminal record checks</p> <p>Disclosure to employment agencies - e.g. in respect of agency staff;</p> <p>Disclosure to banks &amp; insurance companies - e.g. to confirm employment details in respect of loan/mortgage applications/guarantees;</p> <p>Disclosure to professional registration organisations - e.g. in respect of fitness to practice hearings;</p> <p>Disclosure to Occupational Health professionals (subject to explicit consent);</p> <p>Disclosure to police or fraud investigators - e.g. in respect of investigations into incidents, allegations or enquiries.</p>

**Declarations of Interests, Gifts and Hospitality Publication**



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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	The ICB is required to maintain and publish on its website registers of interests, gifts and hospitality for all staff of the ICB, as well as its Members, Governing Body and Committee Members
<b>Type of information Used</b>	Identifiable: Personal (name and job role)
<b>Legal basis</b>	GDPR Article 6(1)(c) processing is necessary for compliance with a legal obligation; Statutory guidance for ICBs on <a href="#">Managing Conflicts of Interest</a> under Section 14O of the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012)
<b>How we collect (the source) and use the information</b>	The ICB maintains and publishes Registers of Interest and Gifts and Hospitality containing names, job roles, details of the interest and/or receipt of gifts/hospitality including the details of those supplying the gift/hospitality as per the guidance on Managing Conflicts of Interest.
<b>Data Processors</b>	The ICB does not use external data processors for this function.
<b>Your Rights</b>	<p>In exceptional circumstances, where the public disclosure of information could lead to a real risk of harm or is prohibited by law, a person's name or other information may be withheld from the published registers. If you feel that substantial damage or distress may be caused to you or somebody else by the publication of information in the registers, you are entitled to request that the information is not published. Such requests must be made in writing to the ICB.</p> <p>Under GDPR you have the right:</p> <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>To have the information corrected in the event that it is inaccurate</li> <li>To restrict or stop processing</li> <li>To object to it being processed or used</li> <li>Not to be subject automated decision-taking or profiling</li> <li>To be notified of data breaches</li> </ul>
<b>How long we will keep the information</b>	ICB must retain a private record of historic interests and offers/receipt of gifts and hospitality for a minimum of 6 years after the date on which it expired.
<b>Who we will share the information with (recipients)</b>	<p>The registers are published on the ICB's website.</p> <p>Information may be shared with NHS England.</p>

**National Fraud Initiative**

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<p>The ICB is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud under the National Fraud Initiative.</p> <p>The Cabinet Office is responsible for carrying out data matching exercises.</p>
<b>Type of information Used</b>	Identifiable: Personal
<b>Legal basis</b>	<p>GDPR Article 6 (1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p>Relevant Legislation: Part 6 of the Local Audit and Accountability Act 2014 (LAAA).</p>
<b>How we collect (the source) and use the information</b>	<p>We participate in the Cabinet Office’s National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as detailed <a href="#">here</a>.</p> <p>Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information.</p> <p>Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.</p> <p>Data matching by the Cabinet Office is subject to a <a href="#">Code of Practice</a>.</p> <p>For further information on data matching at this authority, contact the ICB’s Corporate Services Manager</p>
<b>Data Processors</b>	<p>The Cabinet Office</p> <p>The Cabinet Office</p> <p>National Fraud Initiative – You can find more information about how the NFI use your data <a href="#">here</a>.</p>
<b>Your Rights</b>	<p>Under GDPR you have the right:</p> <p>To be informed about the processing of your information (this notice)</p> <p>Of access to the information held about you</p> <p>To have the information corrected in the event that it is inaccurate</p> <p>To be notified of data breaches</p>
<b>How long we will keep the information</b>	The datasets used in the matching exercise by the Cabinet Office will be kept as per <a href="#">the Code of Data Matching Practice</a>

<b>Who we will share the information with (recipients)</b>	The Cabinet Office and Counter Fraud Authority
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**Population Health Management**

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<b>Data Controller(s)</b>	NENC ICB
<b>Purpose</b>	<p>Population Health Management (or PHM for short) is aimed at improving the health of an entire population. It is being implemented across the NHS and Tees Valley ICB is taking part.</p> <p>PHM is about improving the physical and mental health outcomes and wellbeing of people and making sure that access to services is fair, timely and equal. It helps to reduce the occurrence of ill-health and looks at all the wider factors that affect health and care.</p> <p>The PHM approach requires health care organisations to work together with communities and partner agencies, for example, GP practices, community service providers, hospitals and other health and social care providers.</p> <p>These organisations will share and combine information with each other in order to get a view of health and services for the population in a particular area. This information sharing is subject to robust security arrangements.</p> <p>If it is determined that an individual might benefit from some additional care or support, the information will be sent back to your GP or hospital provider and they will use the code to identify you and offer you relevant services.</p> <p>Examples of how the information could be used for a number of healthcare related activities include;</p> <ul style="list-style-type: none"> <li>• improving the quality and standards of care provided</li> <li>• research into the development of new treatments</li> <li>• preventing illness and diseases</li> <li>• monitoring safety</li> <li>• planning services</li> </ul>
<b>Type of information Used</b>	<p>The information will include personal data about your health care. This information will be combined and anything that can identify you (like your name or NHS Number) will be removed and replaced with a unique code.</p> <p>This means that the people working with the data will only see the code and cannot see which patient the information relates to.</p>
<b>Legal basis</b>	<p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller</p> <p>GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services.</p> <p>Confidential patient information about your health and care is only used like this where allowed by law and, in the majority of cases, anonymised data is used so that you cannot be identified.</p>

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<p><b>How we collect (the source) and use the information</b></p>	<p>Your GP and other care providers will send the information they hold on their systems to the North of England Commissioning Support Unit (NECS). NECS use the information are part of NHS England. More information can be found here <a href="http://www.necsu.nhs.uk/">http://www.necsu.nhs.uk/</a></p> <p>NECS will link all the information together. Your GP and other care providers will then review this information and make decisions about the whole population or particular patients that might need additional support.</p> <p>NECS work in partnership with a company called Optum to help them with this work. Both NECS and Optum are legally obliged to protect your information and maintain confidentiality in the same way that your GP or hospital provider is. More information about Optum can be found here <a href="http://www.optum.co.uk/">http://www.optum.co.uk/</a></p>
<p><b>Data Processors</b></p>	<p>North of England Commissioning Support Unit (NECS) <a href="http://www.necsu.nhs.uk/">http://www.necsu.nhs.uk/</a></p> <p>Optum <a href="http://www.optum.co.uk/">http://www.optum.co.uk/</a></p> <p>No identifiable data will be processed by the ICB.</p>
<p><b>Your Rights</b></p>	<p>With regards to your data being processed under GDPR you have the right:</p> <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>• To have the information corrected in the event that it is inaccurate.</li> <li>• Right not to be subject to solely automated decision making or profiling.</li> <li>• To be notified of data breaches</li> <li>• You have a right to object to your personal information being used in this way. If you do choose to 'opt out' please contact your GP in the first instance. If you are happy for your personal information to be used as part of this project then you do not need to do anything further, although you do have the right to change your mind at any time.</li> </ul>
<p><b>How long we will keep the information</b></p>	<p>Optum will delete data on completion of the 20-week programme and will send a data destruction certificate to all data controllers. NECS Data will be destroyed at the end of the 20 week programme. Disposal will involve deletion of the dataset and relevant encryption keys, and the production of a data destruction certificate.</p>
<p><b>Who we will share the information with (recipients)</b></p>	<p>North of England Commissioning Support Unit (NECS)</p> <p>Optum</p>

OFFICIAL

	Your GP or Hospital Provider
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