

## Privacy notice

Please read this notice carefully to understand how we collect, use and store your personal data.

### **How do we obtain your personal data.**

We will only have personal details that you provide to us, plus any data that is generated during the delivery of our services.

### **What data we collect.**

The data we collect will depend on the service you engage in with us, but may include:

Personal Data	Sensitive personal Data:	Monitoring Data
<ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Date of Birth</li> <li>- Contact numbers</li> <li>- Emergency contact</li> <li>- Email address</li> <li>- NHS number (if known)</li> <li>- GP name &amp; Surgery</li> <li>Consent to receive service.</li> </ul>	<ul style="list-style-type: none"> <li>- Ethnicity</li> <li>- Religious affiliation</li> <li>- Gender</li> <li>- Sexual orientation</li> <li>- Physical health conditions</li> <li>- Employment status</li> </ul>	<ul style="list-style-type: none"> <li>- Service you have taken up.</li> <li>- Dates: Start, Attendance, Close.</li> <li>- Progress indicators</li> <li>- Case review.</li> </ul>

### **What do we do with your data**

We will use personal data for:

- Creation of a unique personal profile for you so that we can offer you appropriate help.
- Administration required to operate the services that we provide.
- Monitor and measure improvements in your condition.
- Case review & Treatment history.
- Contract monitoring with service funders.

### **Legal basis for processing.**

The legal basis for us to collect and process your data is that you have given your consent and that it is in our legitimate interest by facilitating the delivery of services to you.

You have a right to withdraw consent at any time. If you do it will not affect the lawfulness of any processing for which you had consented before you withdrew it, however it will mean that we could no longer work with you.

### **Sharing and Keeping your personal data**

Your personal data will be kept within the UK and we will only share data with colleagues and other health care service providers involved with your wellbeing.

We will not share, or sell your data with/to third parties, unless we are required to do so by law.

We keep your data, in secure facilities for a period of seven years from the date you exit our service(s) After this period, data is deleted.

### **Your rights in respect of your personal data**

You have legal rights in respect of your data. These are:

The right of access - The right to rectify. - The right of deletion (Subject to the statutory retention period) - The right to restrict our processing - The right to data portability - The right to object to automated decision taking.

For more information about our handling of data please email [admin@mindinwestessex.org.uk](mailto:admin@mindinwestessex.org.uk), or call 01279 421308

Should you still have concerns about our information rights practices, you can contact the Information Commissioners office help line on 0303 123 1113