

Fair Processing – SCW Child Health Information Service

South Central & West Child Health Information Services (SCW CHIS) is commissioned by NHS England to support the monitoring of the care delivered to children in Buckinghamshire, Oxfordshire Berkshire, Bath and North East Somerset, Swindon and Gloucestershire until 31/03/2021.

Please read this Privacy Notice carefully as it sets out the basis on which any personal data we process will be handled.

This Notice sets out the types of personal data that we collect about children and will explain how and why their personal data is used. We will also explain how long the data will be kept and when, why and with whom the data may be shared. The Notice sets out the legal basis we have for processing children's personal data.

We will also explain the various rights and choices that you have when it comes to your personal data and how you can contact us.

Controller

NHS England is the controller for most of our processing of personal data and is registered as required by data protection legislation. SCW CHIS acts as data processor and is registered as required by data protection legislation.

What personal data do we collect about a child and where from?

Health screening, physical examination and vaccination services are monitored to ensure that every child has access to all relevant health interventions.

In support of this SCW CHIS maintains a record of all children from birth up to the age of 19 (up to the age of 25 for children with special educational needs and disabilities).

It receives data from GPs, maternity departments, independent midwives, health visitor providers, screening laboratories, school age vaccination providers, school nurses and local authorities, and other CHIS providers.

Who do we share your personal data with?

SCW CHIS will keep information about all children to ensure we deliver a safe and quality service. In support of child services relevant data is shared with professionals involved in delivering services to children:

- GPs
- Newborn (neonatal) hearing screening
- Newborn blood spot
- Independent midwives
- Maternity departments
- Safeguarding teams
- Local authorities
- School age vaccination providers
- School nurses
- Health visitor providers
- Other CHIS located outside the region (supporting children as they move around).

How long do we keep your personal data for?

All information is retained and disposed of in accordance with the NHS Code of Practice for Records Management.

SCW CHIS maintains a record of all children from birth up to the age of 19 (up to the age of 25 for children with special educational needs and disabilities). SCW CHIS will keep a child's information for the length of the contract we have with NHS England to supply the CHIS service.

After this time, we will securely transfer the data to the new CHIS provider under instruction from NHS England, and then delete all personal data in a secure manner.

What other organisations have access to your data?

SCW CHIS IT System

All SCW CHIS information is securely held on the CarePlus IT System provided by System C. Only authorised SCW CHIS staff, System C staff, local authority and healthcare professionals have access to relevant information in CarePlus, regular audits are undertaken.

Dispatch of Letters

SCW CHIS currently send newborn blood spot result letters & GP Immunisation Reminder Letters via Synertec Ltd who securely print and dispatch our letters by Royal Mail business class. The letter information is only retained for a short period which allows printing and dispatch. Once dispatched, all data is securely destroyed.

Archiving of Paper Records

SCW CHIS currently sends paper records to a secure records facility operated by Restore PLC.

How will we communicate with you?

In addition to this website, we will communicate with you via letter regarding Newborn blood spot results and GP Immunisation Reminders.

What legal basis do we have for processing your information?

Healthcare data

The Secretary of State delegates several public health functions to NHS England. The public health functions agreement 2018 – 2019 enables NHS England to commission certain public health services which will drive improvements in population health, including CHIS. Therefore SCW CHIS is commissioned by NHS England to discharge part of their public health duties.

Legal Basis: Public Task

Your rights regarding this data

- ✓ Be informed
- ✓ Get Access to it
- ✓ Rectify or change it
- X Erase or remove it
- ✓ Restrict or stop processing it
- X Move, copy or transfer it
- ✓ Object to it being processed or used
- ✓ Know if a decision was made by a computer rather than a person

Local Authority data

SCW CHIS will provide local authorities information necessary to support their legal obligations. Under S 436A Education Act 1996 each local authority has a legal obligation to:

- Be aware of children residing in its area
- Investigate cases of children missing from education and ensure children not receiving statutory provision are receiving an adequate education
- Planning and development of services for children and young people
- Local authorities will provide data to SCW CHIS for the planning of appropriate services enabling the health and wellbeing of children and families, for example school immunisation programme.

Legal Basis: Public Task

Your rights regarding this data

- ✓ Be informed
- ✓ Get Access to it
- ✓ Rectify or change it
- X Erase or remove it
- ✓ Restrict or stop processing it
- X Move, copy or transfer it
- ✓ Object to it being processed or used
- ✓ Know if a decision was made by a computer rather than a person

Safeguarding of Children and Adults at Risk

SCW CHIS has a statutory responsibility under the Children Act 2004, Care Act 2014 and safeguarding provision within the Data Protection Act 2018 (Schedule 1, Part 2, Subsections 18 and 19) to ensure the safety of all children, and the safety of adults at risk of physical, mental or emotional harm.

Legal Basis: Public Task

Your rights regarding this data

- ✓ Be informed
- ✓ Get Access to it
- ✓ Rectify or change it
- X Erase or remove it
- ✓ Restrict or stop processing it
- X Move, copy or transfer it
- ✓ Object to it being processed or used
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Complaints

All complaints are managed by our patient advice and complaints team – details can be found on the following link: <https://www.scwcsu.nhs.uk/about-us/patient-advice-and-complaints-team/>

Legal Basis: Consent

How do we protect a child's information?

SCW CHIS ensures all personal data is processed in a secure way and access is strictly controlled. Examples of our security include:

- Encryption – meaning that the information is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks, this allows us to stop people who are not allowed to see the data from accessing it.
- Controlling access for different user roles, so only certain data required for a specific role is

accessible.

- Training our staff to ensure they know how to responsibly and securely handle data including how and when to report if something goes wrong.
- Regular testing of our technology including keeping up-to-date on the latest security updates.
- We do not transfer personal data out of the United Kingdom without your consent.
- We do not process any personal data outside of the United Kingdom.
- All third-party contracts are regularly reviewed and updated in line with new regulations.

How to access your information

We collect information from health and care organisations providing your care and would advise contacting your GP directly for a more complete record of your care or treatment.

Where information from which you can be identified is held by SCW CHIS, you have the right to view or request copies of this information free of charge.

If you would like a copy of the information that SCW CHIS holds about your or your child please send your request using the contact details below:

Address:

SCW CHIS Information Team

1st Floor,
Civic Annexe,
Euclid Street,
Swindon,
SN1 2JH

Email: scwcsu.CH-DATA@nhs.net

Telephone Number: 01793 466511

Do we use 'cookies' on our websites to collect personal data on you?

A simple cookie is created when you first visit the site but is removed when you leave. The site does not use cookies to store information about you. This is purely to allow the website to function correctly and absolutely no information is kept about you.

We are committed to protecting your personal information. We want our services to be safe and enjoyable environments for everyone. For further information please visit:

<https://www.scwcsu.nhs.uk/we-use-cookies/>

Could we make another change to the Fair Processing Notice on the website please:

Where can I get further information?

If you have any queries or concerns about how we handle a child's personal data, please contact:

- Maxine Apps – Senior Child Health Information Services Manager (Gloucestershire, Bath & North East Somerset, & Swindon) - maxine.apps@nhs.net
- Karyn Gokcil – Senior Child Health Information Services Manager (Buckinghamshire, Oxfordshire & Berkshire) - karyn.gokcil@nhs.net
- Beverly Carter – SCW Deputy Data Protection Officer – SCWCSU.lgenquiries@nhs.net
- Liam Williams – SCW Caldicott Guardian - SCWCSU.caldicottguardian@nhs.net

As part of the Data Protection legislation, it is necessary for us to have a Data Protection Officer (DPO). SCW is a hosted organisation, and we fulfil our requirement for a DPO through [NHS England's](#)

[DPO](#), their Head of Information Governance. All CSUs have a Deputy DPO, and SWC's Deputy DPO is the Head of Information Governance.

Independent Advice and Complaints

For independent advice and complaints about data protection, privacy and data-sharing issues, you can contact :

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Phone: 08456 306060 or 01625 545745

Website: <https://ico.org.uk/>