

**Privacy Notice
School Nursing & Looked after Children Services**

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| This privacy notice tells you what to expect when your personal information is processed by the School Nursing & Looked after Children Services. You can contact the **Head of Service** at: Gorseinon Hospital,Brynawel Road,GorseinonSwansea.SA4 4UU Tel: 01639 862801We may obtain your personal information from the information you provide to us, from your GP, from the person who refers you to our service, or from others involved in your care elsewhere in the Health Board or externally.**Why are we able to process your information?**We are legally able to process your personal information under Article 6 of the General Data Protection Regulation (GDPR) as the processing is necessary for us to perform our official functions as an NHS body. There will be occasions when we will rely on other lawful bases such as when the processing is required for us to comply with the law. We are legally able to process special category information under Article 9 of the GDPR as the processing is necessary for the purposes of the management of health or social care systems and services or is necessary for the purposes of carrying out obligations in the field of employment and social security and social protection law.**How Your information is used**We collect and process your personal information in order to provide healthcare services and to keep accurate, up-to-date records to enable us to better manage your care. We will only collect the data we need, such as **demographic information (name, address, date of birth and contact details), your development and health conditions, records of your appointments and telephone calls, clinical details including your medical history, and results of relevant investigations such as blood tests and X- rays.** The information we have about you will help us improve your careand will lead to a better all-around health service for the future. If you ever need to complain about the care you receive, your case can be properly investigated if we have more information to consider. Your information will also contribute towards national NHS statistics, research and audit, helping the health service to better review and improve care.**How long will we store your Information?**We will not store personal information for longer than is required. Personal information will be anonymised when it is no longer required in an identifiable format. It will be stored in line with NHS retention guidelines;Information in relation to children will be kept until their 25th Birthday. **Sharing Your Information**We share your information between relevant departments within the health service. This is done in line with data protection legislation. We may also need to share your information with non-NHS staff. We will do this if it is necessary, and we will discuss this with you at the time as required.We may share your information with 3rd parties to allow us to deliver your health and social care needs. These include:  * with social services, local education authority, police and schools to meet your health and social care needs, these may include, foster carers, respite care, hospices and nurseries
* Charitable and voluntary organisations who provide support services and funding streams for specialist equipment
* Equipment stores and companies to support assessment and provision of specialist equipment
* Professionals that work in private sector that families have chosen to support their child

We may sometimes have to pass on information by law for example, in the case of a formal court order being issued. **How you can contact the Health Board Data Protection Officer**The contact details for the Data Protection Officer are outlined below: Data Protection OfficerHeadquarters, Swansea Bay University Health Board 1 Talbot GatewayPort TalbotSA12 7BRTel: 01639 683336 E-mail: sbu.dataprotectionofficer@wales.nhs.uk**What are your rights in relation to your personal data?**Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.* Your right of access
* Your right to rectification
* Your right to erasure
* Your right to restriction of processing
* Your right to object to processing
* Your right to data portability

You are not required to pay any charge for exercising your rights. We have one month to respond to you. You also have the right to lodge a complaint with a supervisory authority if you are unhappy about how your data is processed. In the UK, the supervisory authority is the Information Commissioner’s Office whose contact details are provided below: Information Commissioner’s OfficeWycliffe HouseWater LaneWilmslowCheshireSK9 5AFOn-line, live-chat: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-concerns/> Helpline: 0303 123 1113Further guidance on how to exercise your rights is available on the ICO website at: <https://ico.org.uk/your-data-matters/>  |

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