

Your data privacy

How we use and share your personal information

Please take time to read this information and keep it safe

If you require this information in large print, braille, audio or another language, call 0113 220 8572.

What is a privacy notice?

A privacy notice helps us tell you how we use information we have about you, like your name, address, date of birth and all the notes the Health Care Professional (HCP) makes about you in your healthcare record.

Purpose of processing data

- To be able to effectively provide treatment to the patient.
- To maintain an accurate clinical record.
- To support the effective management of the health system.
- To support the administration and provision of access to the service.

Sources of data

- Direct from patient.
- Primary Care provider.
- Referral from another provider.

Who will receive your data?

- Leeds York Partnership Foundation Trust
- Primary Care (GP) providers
- Xyla Digital Therapies
- Women's Counselling and Therapy Service
- Homestart Leeds
- Silvercloud
- Northpoint Wellbeing
- Inspire North
- Touchstone
- SignHealth

Some Data is also provided to NHS England as the Mental Health Services Data Set (MHSDS), giving mental health service providers and their system suppliers easy access to the information they need to implement the MHSDS and submit mental health services data. This is a legal requirement.

How is your information used by LMWS?

Health professionals need detailed information about your care and treatment to:

- Give you the best possible safe healthcare.
- Help us to make good decisions about your care.
- Be accountable for the care we provide.

How is your data shared?

Data may be shared not only for the purpose of any treatment you receive, but also for initial assessment purposes to make sure you are seen by the correct organisation.

All organisations within the partnership are subject to agreements which stipulate their obligations and responsibilities regarding your data.

Where your records are held?

Records are held within electronic records systems, and these records contain detailed information about the care and treatment you have received from Leeds Mental Wellbeing Service (LMWS).

These systems are managed by Leeds Community Healthcare NHS Trust (LCH).

Other secure systems are used by our partners, so your data may be used in different ways if you are treated by them:

- **Xyla Digital Therapies** - Xyla maintain their own patient management system, but this is integrated with LCH's systems so that patient data can be shared with LMWS.
- **SilverCloud** - Silvercloud provide an online service and patients are given access to a personal account. Some information is shared with LMWS.
- **Women's Counselling and Homestart Leeds** - these are partner organisations which are subcontracted and use their own data platforms and your personal data is not shared with either LMWS or LCH.

To see information recorded by other healthcare organisations in your records, such as your GP or hospital, you need to contact them directly.

Who will see my records?

LCH has a policy of sharing information when it is in the best interests of the patient, and this extends to the services provided by LMWS.



If you are also working with an Employment Advisor who is employed by LMWS, they will be able to see a limited part of your record.

Will you share my information for reasons other than my care without my consent?

Your records would only be used for reasons such as these when instructed by a rule of law, in special circumstances such as:

- Where there is danger of harm to a child or vulnerable adult.
- To comply with a court order or a law.
- To assist in a serious crime investigation.

Is my information secure?

All systems used within LMWS have strong security measures in place to make sure that your records are private and confidential.

Systems are checked to make sure only the right people look at your records.

Any unauthorised access is reported, and disciplinary action taken if appropriate.

What choices do I have about how my records are used?

You have the choice to decide if there are any parts of your records you do not want to share with other health professionals. You can:

- Tell us if you feel that something in your records is inaccurate.
- Discuss with us how your information is used.
- Ask us to limit access to parts of your healthcare records if you feel they are sensitive.
- Tell us if you do not want your record to be shared.

If you do not want your records to be used or shared in any particular way that may affect your treatment, you can tell us when you are referred or tell your health worker at any point in treatment or contact us using the details at the end of this leaflet.

From time to time we may contact you about whether you would like to be involved in approved research or service audits that could help people with anxiety or depression. If you do NOT want to receive information or invitations to participate in research please contact our admin team on **0113 843 4388**.

Data retention

We will retain your data in line with the NHS Records Management Code of practice 2021.

Your rights

Under the GDPR all patients have certain rights in relation to the information which organisations holds about them. Not all of these will rights apply equally, as certain rights

are not available depending on situation and the lawful basis used for the processing. For the legal bases LMWS uses to process data, the following rights are available. Please contact LCH who will facilitate these for you.

You have the right to be informed of how your data is being used:

- You can request a copy of the personal information held by LMWS.
- You have the right to ask us to rectify information you think is inaccurate.
- You have the right to ask us to complete information you think is incomplete.

The right to restrict processing: You have the right to limit the way in which your data is processed and stop us from processing it if you are not happy with the way the data has been managed.

The right to object: If you disagree with the way in which part of your data is processed, you can object to this - please bear in mind that this may affect the services we are able to offer you.

Right to complain to the Information Commissioner

You have the right to complain to the Information Commissioner if you are not happy with any aspect of LMWS's processing of personal data or believe that we are not meeting our responsibilities as a data controller.

We would, however, appreciate the chance to resolve your concerns before you approach the ICO, so please contact LMWS at the first instance.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow SK9 5AF

www.ico.org.uk

Contact us

Leeds Mental Wellbeing Service

Leeds Community Healthcare NHS Trust

White Rose Park Building 3, Millshaw Park Lane,
Leeds LS11 0DL

(Spanish) Llame al 0113 220 8572 si desea esta información en letra grande, braille, audio o en otro idioma.

(Polish) Zadzwoń pod numer 0113 220 8572 by uzyskać te informacje dużą czcionką, brajlem, w audio lub w innym języku.

(Urdu)

اگر آپ کو یہ معلومات بڑے حروف، بریل، آڈیو یا کسی دوسری زبان میں درکار ہوں تو 0113 220 8572 پر کال کریں۔

(Punjabi) ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਦੀ ਲੋੜ ਵੱਡੇ ਪ੍ਰਿੰਟ, ਬ੍ਰੇਲ, ਆਡੀਓ ਜਾਂ ਹੋਰ ਭਾਸ਼ਾ ਵਿੱਚ ਹੈ ਤਾਂ 0113 220 8572 'ਤੇ ਕਾਲ ਕਰੋ

Leeds Mental Wellbeing Service is a partnership between:

Leeds Community Healthcare NHS Trust, Leeds and York Partnership NHS Foundation Trust, Leeds GP Confederation, Northpoint Wellbeing, Inspire North, Touchstone, Women's Counselling and Therapy Service, Homestart Leeds, Xyla Digital Therapies, SilverCloud Health