

# Data Privacy Notice

## Sheffield Children's NHS Foundation Trust

A 'data privacy notice' is a statement issued by an organisation, or jointly by organisations, which explains how personal and confidential information about patients and parents or guardians is collected, processed, used and shared. This may also be called a privacy statement, fair processing statement/notice or privacy policy. This data privacy notice is issued by Sheffield Children's NHS Foundation Trust (referred to as 'the Trust' from this point onwards).

By issuing this privacy notice, we demonstrate our commitment to openness and transparency. We recognise the importance of protecting personal information in all that we do, and the Trust and our staff take care to ensure we protect your information.

### Why we need your information and how it will be used by health staff for your healthcare

The health professionals who work with you and your child to provide your care will keep records about the treatment and support you receive. Having this information available will help these professionals to work together and share vital information about your health and wellbeing needs. Health and social care professionals will be able to use the information to assess you and your child's needs and work in conjunction with you to decide the most appropriate treatment or support. We also use your information to inform you of services, for example reminding you of an appointment. We do not use your information for marketing purposes.

### Who will be controlling your information?

The Trust will be controlling your healthcare information and is the primary data controller for this information.

All of our partners are required to maintain the same standard as the Trust when processing your information.

Each of our partners has a legal duty to protect your personal information and may act as shared data controller or as sole data controller of its own data. We take confidentiality very seriously and are committed to ensuring all personal and identifiable information is managed in accordance with the relevant legislation to ensure your information is safe, secure and confidential.

### The data we are sharing

It is important that the Trust has up to date and accurate information about you and your child's healthcare to ensure you and your child receive the best quality care possible.

Your child's care record with the Trust contains key information such as:

- Personal details – for example your child's name, address, date of birth and next of kin
- Names of the health and care professionals looking after your child
- Any medications your child is taking
- Any allergies your child has
- Any health concerns about your child
- Previous referrals to various services
- Dates and reasons for any occasions that your child has been admitted to hospital
- Appointments and emergency department attendances
- Any assessments your child has had
- Care plans and care packages your child has
- Emergency contact details
- Personal data from other sources associated with the care of your child.

Please be aware that our records may contain information about you, particularly if you are your child's next of kin.

### What is the lawful basis for sharing your information?

In order for the Trust to process your child's or your information, the Trust requires a 'lawful basis' to do so. There are a number of lawful bases that the Trust uses to process your child's and your data, depending on the information we need to collect.

In the majority of cases, the lawful basis will be for the care of your child and you. Other bases may be a legal requirement, public task, or a mandatory obligation on the

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Trust for the protection of individuals. We may also use consent.

### How will your information be used and accessed?

Personal information contained in your child's health records will only be used with a lawful basis.

Only authorised individuals are allowed to access personal information.

The information within your child's health record is used to provide your child with the most appropriate care and support that they need. The information within the health record enables professionals to make better decisions about your child's care in conjunction with you and ensure it is safe and effective.

### How long do we keep your information?

Records are retained according to NHS guidance and any statutory or legal requirements for prescribed time spans.

### Who will see and share your information?

The Trust discloses your information to other authorised parties that it has a legal duty to share, those who you may have consented to, and those who need to know to continue your child's care and those who have a lawful basis.

Your information will only be shared with authorised parties who are providing your child with direct care, or third parties authorised by the Trust (who do not have a lawful basis), only if you have first given your consent.

- Where disclosure is necessary to safeguard your child the individual, or others, or is in the public interest
- Where there is a legal duty to do so, for example a court order or prevention of crime.

Your data might be shared in exceptional circumstances with other countries other than the UK, where it is required for continuation of care.

### Your rights as a 'Data Subject'

Under the General Data Protection Regulation, you have certain rights:

#### These rights are:

1. Right to be informed – the Trust will inform you and your child about the information we hold
2. Access to the information the Trust holds about you or your child
3. Access to have the information corrected if it is incorrect (rectification)
4. Right to be forgotten (erasure) – to have all your information removed
5. Right to restrict processing
6. Data portability
7. Right to object to processing or remove consent
8. Rights in relation to automated processing

Some of these rights are dependent on the circumstances around which the information is held.

If at any point you believe the information we process on your child is incorrect, please contact the Data Protection Officer by emailing: [scn-tr.dataprotection@nhs.net](mailto:scn-tr.dataprotection@nhs.net) or writing to: Data Protection Officer, IM&T Department, Sheffield Children's NHS Foundation Trust, Western Bank, Sheffield, S10 2TH.

If you wish to raise a concern or a complaint you can do so by contacting the care professional providing your care or treatment, or the organisation's Data Protection Officer or complaints.

If you are not satisfied with the response you receive or believe we are processing your personal data not in accordance with the law, you can make a complaint with the Information Commissioner's Office (ICO):  
<https://ico.org.uk/>

**If you have a question regarding you or your child's data, please contact:**

**Data Protection Officer at [scn-tr.dataprotection@nhs.net](mailto:scn-tr.dataprotection@nhs.net) or write to: Data Protection Officer, IM&T Department, Sheffield Children's NHS Foundation Trust, Western Bank, Sheffield, S10 2TH**