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| **Dynamic Support Register Privacy Notice**  **Plain English explanation**  The South East London Dynamic Support Register is a list that helps people who are autistic or have a learning disability of all ages. It makes sure they get the right help to stay healthy and happy at home.  **How Does It Help?**   * **Finds Risks**: Spots people who might need to go to the hospital. * **Plans Support**: Makes sure they get the right care and support. * **Stops Hospital Visits**: Helps people stay at home instead of going to the hospital.   **Why is It Important?**   * **Better Life**: Gives the right help at the right time. * **Less Hospital Time**: Keeps people in their community. * **Helps Families and Helpers**: Makes sure everyone knows how to help.   **Getting the Right Support When You Need It in south east London**  If you're on the Dynamic Support Register (DSR), it means we can act quickly to get you the help you need. This is especially important if you're at risk of going into hospital or if your current support isn’t working well.  You can still get help from other services too, like mental health, education, and social care, if it’s the right time for you.  We can also ask for extra support, such as:   * **A SELECT Keyworker** – if you're aged 18 or under, a Keyworker can work with you and your family to make sure your voice is heard. * **A Positive Behaviour Support worker** – if you're aged 10 to 25 and have behaviours that worry others, they can work with you, your carers, and your support team. * **An autism worker** – if you're an autistic adult, they can help you and your team stay well and avoid going into hospital. [APP | Oxleas NHS Foundation Trust](https://oxleas.nhs.uk/services/service/adult-autism-service-autism-partnership-programme-app-185/) and [TCA - South London and Maudsley](https://slam.nhs.uk/service-detail/service/transforming-care-in-autism-302/) * **The NHS London autism and learning disability specialist team (AIDIIT)** – they can support you if you're in hospital or might need to go in. [AIDIIT - South London and Maudsley](https://slam.nhs.uk/service-detail/service/autism-and-intellectual-disability-intensive-intervention-team-aidiit-282/) * **A case manager** – if you are in hospital, they’ll work with your team to help you leave safely and as soon as possible.   SELECT is a team of Keyworkers and Specialist Keyworkers who support Children and Young People who are Autistic and/or have a Learning Disability.  Our Case Managers work with people who are in a mental health hospital. SELECT and our Case Managers sit within the Integrated Care Board of South East London. SELECT and our Case Managers are independent of any social care or mental health provider structure.  SELECT and Case Managers will be notified of information that is shared with the Dynamic Support Register, as per the Dynamic Support Register consent form.  To carry out their work, Keyworkers and Case Managers will require access to personal information about the Child, Young Person or adult, such as contact details and health/social care/education documents. They will also need to share information with the lead professionals involved with the Person’s care. The purpose of storing and sharing this information is to enable the Keyworker or Case Manager to support the Person and their family around access to services and to ensure timely flow of information between services.  Throughout the course of involvement, Keyworkers and Case Managers will record notes of their involvement, to ensure consistency and quality of the service delivered. This information will be stored securely on our Digital DSR web platform that will only be accessible to named workers.  SELECT is routinely asked to share information about the service with wider partners and NHS England. No identifiable information about individuals will be shared unless prior consent is obtained.  If the Keyworker or Case Manager does not have consent to store or share core information with the Person’s professional network, the Keyworker or Case Manager may not be able to carry out their core functions, which include supporting the Person and improving their experience of services involved in their care. | |
| 1**) Controller** contact details | South East London Integrated Care Board  160 Tooley Street  London SE1 2TZ  <https://www.selondonics.org/icb/> |
| **2) Data Protection Officer** contact details | [ICBDPO@selondonics.nhs.uk](mailto:ICBDPO@selondonics.nhs.uk) |
| **3) What personal data we collect** | The DSR includes important information to help you get the right care, like:   * Your name, date of birth, and NHS number * Your contact details * Your racial or ethnic origin * Your gender and pronouns * Your diagnosis (like autism or learning disability) * Who is helping you (like your doctor, social worker, or keyworker) * Where you live and who supports you * Your care plan and risk assessments * If you’ve had a Care, Education and Treatment Review (CETR) * If you’ve been offered a personal budget * If you’re a looked after child or care leaver * If you have any safeguarding concerns * And more details to help plan your care |
| **4) Purpose of the processing** | The purpose of processing this personal data is to support people to avoid mental health hospital admissions and/or discharge from mental health settings. |
| **5) The Lawful conditions for processing** | The legal basis for processing the data is that the completion of this service is necessary for the performance of a task carried out in the public interest in the area of public health (Articles 6(1)(e) and 9(2)(h) under the UK General Data Protection Regulation (GDPR)).  Specifically, the DSR aims to ensure high quality standards of quality and safety of health and social care.  The processing of personal data in the delivery of direct care and for providers’ administrative purposes and in support of direct care elsewhere is supported under the following Article 6 and 9 conditions of the UK GDPR:  Article 6(1)(e) “…necessary for the performance of a task carried out in the public interest or in the exercise of official authority…”  Article 9(2)(h) “processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...” |
| **6) Recipient or categories of recipients of the shared data** | South London & Maudsley NHS Trust1  Oxleas NHS Foundation Trust1  South WestLondon and St Georges NHS Trust1  London Borough of Bexley2  London Borough of Bromley2  Royal Borough of Greenwich2  London Borough of Lambeth2  London Borough of Lewisham2  London Borough of Southwark2  Positive Support Group3  1 There are several teams within each of these NHS providers that will be recipients of the shared data. These include CAMHS, Neurodevelopment Teams, Therapies (SLT, OT, for example) or inpatient settings (Assessment & Treatment Units, for example). The structure and name of these teams varies according to age, which borough the service is provided in and the differing structures of each provider.  2 Local authorities are often structured differently with teams designated by age (i.e. Children’s Services and Adult Services) or by category (i.e. Autism, Special Educational Needs or mental health). Recipients of the shared data will include (but not be exclusive to) those teams, services or directorates concerned with Children’s Social Care, Adult Social Care, Education, Disability and Mental Health.  3 Positive Support Group are commissioned to provide Positive Behaviour Support (assessment and intervention) for people aged 10-25, RAG rated as Blue, Red or Amber on the DSR |
| **7) Right to object** | You have the right under Article 21 of the GDPR to object to your personal information being processed. Please contact us if you wish to object to the processing of your data. You should be aware that this is a right to raise an objection which is not the same as having an absolute right to have your wishes granted in every circumstance. You will need to provide information on your specific circumstances which relate to the reasons you are objecting. |
| **8) Right to access and correct** | You have the right to access any identifiable data that is being shared and have any inaccuracies corrected. |
| **9) Retention period** | Your information will be stored in line with the NHS Records Management Code of Practice 2021. In some circumstances, for example where we are legally required to, we may keep your information for a longer period of time.  Information that identifies you will be stored securely and processed in the UK. We will ensure that there are appropriate security safeguards including strong cyber security. |
| **10) Right to Complain** | You have the right to complain to the Information Commissioner’s Office, using this link <https://ico.org.uk/global/contact-us/>  or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website). |