

**Incident Management Privacy Notice**

**Plain English explanation**

This Integrated Care Board (ICB) holds and processes staff data in relation to ICB reported incidents and takes every measure to ensure that no identifiable personal data is accessed or shared without complying with necessary regulations.

1) <b>Controller</b> contact details	South East London Integrated Care Board 160 Tooley Street London SE1 2TZ <a href="http://www.selondonics.org/icb">www.selondonics.org/icb</a>
2) <b>Data Protection Officer</b> contact details	<a href="mailto:ICBDPO@selondonics.nhs.uk">ICBDPO@selondonics.nhs.uk</a>
3) <b>Purpose</b> of the sharing	Incident investigations and learning
4) <b>Lawfulness Conditions and Special Categories</b>	<p>The lawful justifications for the processing and possible sharing of this data are;-</p> <p><i>Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’.</i></p> <p>And</p> <p><i>Article 9(2)(g) ‘processing is necessary for reasons of substantial public interest..’</i></p> <p>Or</p> <p><i>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’</i></p> <p>The appropriate Article 9 condition will be dependent on the severity of the incident being investigated.</p>
5) <b>Recipient or categories of recipients</b> of the shared data	The data will be shared with providers involved in the incident. Where possible this data will be anonymised prior to sharing.

<p><b>6) Rights to object</b></p>	<p>You have the right under Article 21 of the UK GDPR to object to your personal information being processed. Please contact the ICB 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.</p> <p>In circumstances where it is necessary to share information for compliance with the Data Protection Bill 2018, Schedule 1, Part 2(11)(2) the ICB has an obligation to enact its 'protective function' and this may, in some instances, override the subjects right to object.</p>
<p><b>7) Right to access and correct</b></p>	<p>You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.</p>
<p><b>8) Retention period</b></p>	<p>The data will be retained for the period as specified in the national records retention schedule.</p>
<p><b>9) Right to Complain.</b></p>	<p>You have the right to complain to the Information Commissioner's Office. You can contact them at this link: <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or by calling their helpline on 0303 123 1113 (local rate) or 01625 545 745 (national rate). There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website).</p>