

SELECT Privacy Notice

Plain English explanation

The keyworking function in South East London is provided by a new service called South East London Education Care & Treatment (SELECT). A team of keyworkers provide personalised support to children and young people with a learning disability and/or autism who have been identified as being at risk of an inappropriate hospital admission or placement breakdown (this may include the family home as well as a residential placement). These 'at risk' children & young people are recorded on a database maintained by the local authority called a Dynamic Support Register which exists to co-ordinate support and monitor outcomes. Only children & young people who are on a local Dynamic Support Register are eligible for support from SELECT.

Keyworkers from the SELECT service are notified of eligible children and young people requiring support to avoid inappropriate admission (or facilitate discharge if admission has occurred) via referral. The referral includes sufficient information to instigate support including personal details about the child or young person (C/YP); family contact details; details of the lead professional (if not the referrer); a summary of expected outcomes and recent care plans. These documents provide sufficient information to enable SELECT Keyworkers to assess risk, understand hoped for outcomes and to understand the child or young person's recent clinical history prior to making contact safely with the C/YP and/or their family.

SELECT will be required to collect, hold and share personal and clinical information relating to service users to gauge the initial needs of the family and to begin to understand any risk factors that may impact upon the initial home visit by a keyworker.

A request for involvement by the SELECT team can only be made by a professional within the network of support for a C/YP using the SELECT Referral Form. The form requires the referrer to provide personal information about the C/YP including address, date of birth and information about the C/YP's health and/or current circumstances.

In order to develop a more detailed understanding of the C/YP, their family and their needs, further information is collected during an interview process in which a Key Worker encourages the C/YP and/or their family to describe the support they have received; the support they would wish to receive and their hopes and aspirations for the future with a view to enabling the keyworker to understand the needs from the family or the user's perspective and to understand their case history further (what services they have been involved with and when, for example).

At this initial home visit, and during subsequent meetings, SELECT keyworkers will generate, store and share basic case/visit notes to record the intervention and outcomes or detail planned or required interventions. The information created will be stored securely on dedicated folders which only the SELECT keyworkers will have access to. After the first appointment with a family and/or the C/YP, the designated keyworker will work with the family and/or the C/YP to co-produce a support plan based on the information provided by the family and the C/YP and accessed through existing care plans that have been shared. This support plan is shared with the family and/or the C/YP and the original referrer.

It is important to note that case notes or communications with families will be for service use only and will not be routinely shared.

<p>1) Controller contact details</p>	<p>South East London Integrated Care Board 160 Tooley Street London SE1 2TZ https://www.selondonics.org/icb/</p>
<p>2) Data Protection Officer contact details</p>	<p>ICBDPO@selondonics.nhs.uk</p>
<p>3) What personal data we collect</p>	<p>In order to deliver this service, we will collect the following information about you:</p> <ul style="list-style-type: none"> • Name (including parents/carers if under 16) • Address (including parents/carers if under 16) • NHS number • Email address • Date of birth • Racial/ethnic origin • Gender • Information about your recent physical or mental health such as referrals to services (i.e. mental health or therapeutic services) to help us understand who is in your support network • Information about significant life events such as adoption status, social services support or housing needs, for example to help understand your support needs • Any safeguarding concerns or notifications
<p>4) Purpose of the processing</p>	<p>The purpose of processing this personal data is to deliver the SELECT service as described above.</p>
<p>5) The Lawful conditions for processing</p>	<p>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)).</p> <p>Specifically, the service aims to ensure high quality standards of quality and safety of health and social care.</p> <p>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:</p> <p>Article 6(1)(e) "...necessary for the performance of a task carried out in the public interest or in the exercise of official authority..."</p> <p>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..."</p>
<p>6) Recipient or categories of recipients of the shared data</p>	<p>South London & Maudsley NHS Trust¹ Oxleas NHS Foundation Trust¹ London Borough of Bexley² London Borough of Bromley²</p>

	<p>Royal Borough of Greenwich² London Borough of Lambeth² London Borough of Lewisham² London Borough of Southwark²</p> <p>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 in-patient 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.</p> <p>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.</p>
<p>7) Right to object</p>	<p>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.</p>
<p>8) Right to access and correct</p>	<p>You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.</p>
<p>9) Retention period</p>	<p>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.</p> <p>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.</p>
<p>10) Right to Complain</p>	<p>You have the right to complain to the Information Commissioner’s Office, using this link https://ico.org.uk/global/contact-us/</p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website).</p>