

Staying Well Worthing Data Processing Statement

West Sussex Mind (WS Mind) is an independent local mental health charity operating in West Sussex. This notice explains how your personal data will be collected, stored and used when you use our Staying Well Service. WS Mind is fully committed to maintaining your privacy and making sure that we comply with the law. We will only collect and process personal information for the purposes stated below.

Why do we collect your personal information?

The purposes for which your personal information is being collected is to provide you with mental health support, and more specifically:

- To understand why you want to use our services and assess your needs
- To identify the specific services and types of support that would be best to address your assessed needs
- To allow our staff to work with you and provide you with information and support
- To let us have ongoing contact with you and to record this contact
- To record your progress against agreed personal goals

To use our services, we will need to collect some general personal information about you. We will also need some more sensitive information about you and your mental health. You can share as much information as you are comfortable with us. Wherever possible we will allow you the opportunity to answer that you would 'prefer not to say' to some of our standard questions. Not providing us with certain information may impact on the service that we can provide but will not usually stop us from working with you.

What will we do with it?

The information you provide to us will be stored confidentially while you use our services, on WS Mind and Sussex Partnership NHS Foundation Trust (Sussex Partnership) systems. It will only be accessed on a need-to-know basis within WS Mind and within Sussex Partnership. Your information will be stored confidentially and securely at all times.

We will not sell, distribute or pass your personal information to any third parties unless we have your permission to do so or are required by law to do so. Once you have finished using our services, we will then store it for up to 6 years on WS Mind systems, after which time it will be securely deleted and / or destroyed. Information stored on Sussex Partnership systems will be retained in line with NHS standards.

When we need to share your information with someone else, we will usually need your permission to do this. We will ask you to sign a 'Consent to Share' form that records that you have agreed that we can do this.

On rare occasions, to keep you or other people safe we may have to share confidential information about you with other agencies. In these circumstances we would only share information that is necessary, and we would always try to let you know that we have done so.

We may use your personal data to monitor the impact our services are having. We may also anonymously combine it with other people's data to produce statistics which will help us and others understand how well our services are being delivered and what could be done better. We will always make sure that you cannot be individually identified when we use your information for this purpose.

What are your rights?

The General Data Protection Regulation (GDPR) is the law that protects your information. This says that you have the following rights:

- **The right to be informed:** by receiving this briefing we are informing you that we are collecting your information, why we are using it and what your legal rights are.
- **The right of access:** you can access your personal data free of the charge within one-month of submitting a written request to us.
- **The right to rectification:** we must correct our records within one month if your personal data is incomplete or inaccurate if you tell us this in writing.
- **The right to erase your personal data:** where we are legally able to do this, we must delete your data if you ask us to.
- **The right to restrict processing of your personal data:** where we are legally able to do this, we must not further process your data if you write to us and ask us not to.
- **The right to data portability:** if you want to work with another organisation and want us to give them your information then we can do so, if you write to us and ask us.
- **The right to object:** if you want to complain about how your data is being handled or ask us to stop then you can write to us and tell us. You can also use our complaints procedure.
- **Rights in relation to automated decision making and profiling:** WS Mind does not profile or carry out automatic decision-making using personal data. However, should this situation change, we would seek your written permission to do this.

For more information on how you can access your records, correct any inaccuracies or object to any information we keep under the Data Protection Act and the General Data Protection Regulation (GDPR) please contact our Help Point on 0300 303 5652 or go to the Information Commissioner's website www.ico.org.uk. For information about how Sussex Partnership processes your information please visit their website www.sussexpartnership.nhs.uk or contact their Health Records Team on 0300 304 2210.

West Sussex Mind is a Registered Charity, number: 1155918. We are registered with the Information Commissioner's Office, registration number Z7760180.

Data Processing Permission

I give my permission for WS Mind to collect, store and process my personal data to provide me with a service. I have had my rights under GDPR explained to me.

I give consent for WS Mind to contact me by the following methods (circle below):

Telephone	Yes	No
Email	Yes	No
Text message	Yes	No
Post/letter	Yes	No

*** If there is anything you are unclear about, please ask a member of staff before signing this form***

Name _____

Signature _____

Date _____