

## **Mental Health Support Team Privacy Notice for young people**

Dear student,

### **RE: Healthy Heads Mental Health Support Team (MHST).**

We are delighted to announce that the Healthy Heads Mental Health Support Team is now working in your school.

The MHST will be offering low level, early intervention and preventative mental health support. The staff will be offering awareness raising, information sessions and teaching around positive mental health. They will also equip you with the skills and knowledge to maintain your wellbeing and a healthy mind.

Students, parents and carers, school staff, or the MHST, may identify that a student requires additional therapeutic support around their mental health, and where appropriate, information will be shared between the teams involved.

Low level therapeutic support on an individual basis or in a group setting as appropriate will be offered within the school environment. Support can be helpful for students who are experiencing low mood or anxiety and can support with challenges students may be facing around self-confidence, stress or body image.

If you are under the age of 12 years, the MHST will inform your parent/carer that you are accessing support and ask them for consent to share information. If you are aged 12 to 16 years, consent will be sought from both your parent/carer and from you. If you are aged 16 years or over, the MHST will seek your consent, and will liaise with parents/carers as appropriate for each individual and where you have given the necessary consent to share this information with your parents/carers.

For more information regarding how your data will be used, stored and shared please visit: <https://www.stsft.nhs.uk/privacy-policy>

How your personal information will be used is set out below for your information.

# How your personal information is used by South Tyneside and Sunderland NHS Foundation Trust

South Tyneside and Sunderland NHS Foundation Trust (STSFT) is a hospital trust that provides a range of inpatient and community healthcare services for people living in Sunderland. For more information see the website <http://www.stsft.nhs.uk>

STSFT is a registered Data Controller. Information Commissioner Office (ICO) registration number **ZA513650**

This Privacy Notice explains why STSFT need, use, and share your information, how STSFT protect it and how long they will keep it. STSFT will continually review and update this Privacy Notice to reflect changes in services and feedback from students and parent/carers, as well as to comply with changes in the law.

## Why do you need to my information?

If you use STSFT services, STSFT need your information to be able to identify you and to ensure that they can give you the correct treatment. STSFT need to keep a record of the treatment you have had and who has helped you.

The information STSFT keeps about you helps all the staff who provide your care to ensure that you get the best possible care and treatment.

## What information do you hold about me?

STSFT will hold:

- Your name
- Your date of birth
- Your current and previous addresses
- The name and address of your nearest relative
- Information about your health problems
- Other information about you and your family and who you live with
- What is important to you

## How do you store my information?

STSFT keeps your information in both paper records and on computers.

## How long will you keep my information?

The law requires STSFT to keep your information for set amounts of time after they have finished seeing you. This will be dependent upon the treatment you have had.

STSFT will keep your information until you reach the age of 25. Some records are kept longer than this depending upon what they are about. Please ask if you are unsure how long STSFT will keep your records.

## **Who will you share my information with?**

STSFT may share information with the following people where this is in your best interests:

- Doctors
- Nurses
- Other hospitals
- Ambulance services
- Social workers
- Teachers
- Local councils
- Voluntary services
- Commissioners
- NHS England

## **How do you make sure my information is safe and secure?**

STSFT will use your information in a way that follows data protection laws and STSFT policies and procedures.

Everyone working for the NHS must keep your information secure and only look at it when they are providing you with care and treatment.

STSFT make sure that paper records are kept locked away when not in use.

STSFT make sure that their computers do not let anyone see information about you unless they are the staff that are helping you.

## **How do you protect my privacy/confidentiality?**

STSFT protect your information by following data protection laws:

- General Data Protection Regulation (GDPR) 2016
- Data Protection Act (DPA) 2018

## **Can I have a copy of my information?**

You can have a copy of the information STSFT hold about you. There is no charge for the first copy STSFT give you and they will give it to you within 30 days where they can.

If you have a lot of records, STSFT may take a little longer but they will always tell you about this.

To ask for a copy of your records you can write to:

Access to Records Team  
Medical Records Department  
Ingham Wing  
South Tyneside and Sunderland NHS Foundation Trust  
Harton Lane  
South Shields  
NE34 0PL

Or email: [acesstomedicalrecords@stft.nhs.uk](mailto:acesstomedicalrecords@stft.nhs.uk)

## **Can I have my records changed if they are wrong?**

STSFT must make sure that the information in your records is correct. If the information is factually wrong then they will change or remove it. However, if it is factually correct but you don't agree with it, STSFT will not change it but they will ensure that the fact you disagree with it is recorded.

## **Can I have my records deleted or destroyed?**

STSFT is required by law to keep records about you and the treatment they have given you. STSFT can only delete or destroy these records if they have reached the end of the period that they have to keep them for, the record is factually wrong, or they shouldn't have collected the information in the first place.

## **Can I ask you to stop using my records?**

You can ask STSFT not to use your records for some purposes, such as training or research and they will not use them.

You can ask STSFT not to share your records with others who would provide you with care, though this may impact on the care that they can provide and unless it is essential to share the information they will not share it.

## **Who should I contact if I have a question?**

If you have any questions about how STSFT uses your information please speak to the MHST staff.

You can also contact the Trusts Data Protection Officer or Caldicott Guardian

## **Data Protection Officer**

The Trust's Data Protection Officer (DPO) is responsible for ensuring that STSFT complies with Data Protection legislation. The DPO is the person to contact if you would like to know more about how STSFT use your information, require information in any accessible format or language or if (for any reason) you do not wish to have your information used in any of the ways described.

Their contact details are:

James Carroll  
Data Protection Officer  
South Tyneside and Sunderland NHS Foundation Trust  
Trust Headquarters  
Sunderland Royal Hospital  
Kayall Road  
Sunderland  
SR4 7TP

Or email: [stsft.dpo@nhs.net](mailto:stsft.dpo@nhs.net)

## **Caldicott Guardian**

The Caldicott Guardian is the person who makes the final decision on how, what, when and why personal information will be processed in/by STSFT.

STSFT's Caldicott Guardian is Dr Paul McAndrew, Deputy Medical Director.

Their contact details are:

Dr Paul McAndrew  
Deputy Medical Director  
South Tyneside and Sunderland NHS Foundation Trust  
Trust Headquarters  
Sunderland Royal Hospital  
Kayall Road  
Sunderland  
SR4 7TP

Or email: [stsft.dpo@nhs.net](mailto:stsft.dpo@nhs.net)

For independent advice about data protection, privacy and information-sharing issues, or to make a complaint you can contact the Information Commissioner:

The Information Commissioner

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Phone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.org.uk](http://www.ico.org.uk)