

SMHS

PRIVACY NOTICE



Sussex Community **NHS**
NHS Foundation Trust

For parents/carers of children using the
Schools Mental Health Service (SMHS)

For parents/carers of children who use our services

This document outlines important information for you that we must tell you by law.

Why are we keeping personal data?

The Council is the data controller for purposes of the Data Protection Act (2018) and The General Data Protection Regulation (EU) 2016/679 ("GDPR") and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number Z5840053. Brighton and Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes & Lawful basis of processing

SMHS collects personal and special category data in line with the Children and Families Act 2014 as well as the SEND Code of Practice. Our legal basis for processing your data is for us to be able to undertake tasks carried out in the public interest and for the provision of health or social care.

Who we will share your Data with?

Your data may be shared with Families, Children and Learning Directorate and partners from Health to ensure appropriate access to relevant services, in the best interest of children and young people.

We may need to share your information with colleagues and other agencies if we have any safeguarding concerns. We will not ask your consent prior to this if we feel someone may be at risk of harm.

PLEASE let us know if there is anyone you do not want us to contact about your child.

How long do we hold your data? (retention)

We will hold your data for a maximum of 35 years (chronological age) of child/young person or in accordance with the FCL retention schedule.

After which the data will be destroyed.

Your information rights

Under GDPR you have certain rights concerning your information.

For further information on your rights visit our website.



How to get advice or make a complaint

Data Protection Officer

If you're concerned about how we collect or use your personal data you can [contact the Council's Data Protection Officer](#).

How to make a complaint

We aim to resolve all complaints about how we handle personal information. You also have the right to make a complaint about data protection to the Information Commissioner's Office.

Contact them by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or phone 0303 1231 113.

You can also [make a complaint or find out more information on the Commissioner's Office website](#).

If your complaint is not about data protection, find details on [how to make a complaint about a council service](#).

This Privacy Notice was last updated September 2023