

TEWV Mindfulness Team Privacy Notice

This Privacy Notice describes how Tees, Esk and Wear Valley NHS Foundation Trust (The Trust) Mindfulness Team will use your personal information. Personal information is information that identifies you as an individual. It answers key questions about how we will use your personal information to help your recovery.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Health information
- GP information
- Employment information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To signpost you to the most appropriate events within the service
- Identify suitability for accessing the TEWV Mindfulness Service
- Service Evaluation
- Clinical screening/assessment
- To share information re Microsoft Teams meetings links and other necessary information in preparation for attending a taster/course/event

For people attending our clinical courses we may also receive personal information indirectly, from the following sources in the following scenarios:

- Other professionals involved in your care
- Your clinical records within TEWV
- If you have been open to other TEWV Services, we will ask your consent to contact involved professionals and view your clinical records. This will mean you do not need to unnecessarily repeat your mental health history

We use the information that you have given us in order to:

- Ensure you access the most appropriate events our service offers
- To assess suitability for our service
- For us to know about any level of risk
- Evaluate our Service

We may share this information with your GP or other professionals involved in your care.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **Your consent. (You are able to remove your consent at any time. You can do this by contacting tewv.mindfulness@nhs.net or telephone 01325 552017)**

How we store your personal information

Your information is securely stored and kept according to the NHS records retention times. We must not keep information for longer than necessary. We will dispose your information by deleting our electronic file. Any information kept in paper form will be securely shredded. Destruction only happens once the minimum retention time has been met.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at:

Trust Headquarters address

Tees, Esk and Wear Valleys NHS Foundation Trust

West Park Hospital

Edward Pease Way

Darlington DL2 2TS

Data Protection Officer

Mrs Andrea Shotton

Tees Esk and Wear Valleys NHS Foundation Trust

Tarncroft

Lanchester Road Hospital

Lanchester Road

Durham, DH1 5RD

Telephone: 0191 333 6574

Email: tewv.dpo@nhs.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Patient Advice and Liaison Service (PALS)

Freephone: 0800 052 0219

Email: tewv.pals@nhs.net

OR

Complaints Manager

Tees, Esk and Wear Valleys NHS Foundation Trust

Flatts Lane Centre

Normanby

Middlesbrough TS6 0SZ

Telephone: 01642 451627

Email: tewv.complaints@nhs.net

You have a right to make a complaint to the Information Commissioner's Office:

Wycliffe House

Water Lane

WILMSLOW

Cheshire SK9 5AF

Email: casework@ico.org.uk

Helpline: 0303 123 1113 (local rate)

Our contact details

Name: Jo Cromarty, Team Manager

Address: TEWV Mindfulness Team, Management Suite, West Park Hospital, Edward Pease Way,
Darlington DL2 2TS

Phone Number: 01325 552017

E-mail: tewv.mindfulness@nhs.net