



Kent Adult Approved Mental Health Service Privacy Notice



Who are we?

We are Kent County Council. We are responsible for looking after the residents of Kent.

We have an Approved Mental Health Professional Service. This service leads on mental health act work that is our responsibility.

To allow us to do this we ask you to provide certain personal information to us. We may not be able to provide the right care and support if we do not have this information.



What does this privacy notice tell me?

We have a law called the UK General Data Protection Regulation that means we have to provide certain information to you. We have to tell you:

- What personal information we collect
- How we collect your personal information
- How we use your personal information
- Who we share your personal information with



What personal information do we collect?

Personal information is

- Your name, sex, NHS number, date of birth, contact details, e.g., telephone number
- Contact details for your family members

or support network

We may also collect other information which is more sensitive:

- Information about race, beliefs, or religion
- Information about health or social care needs, health conditions or disabilities
- Information on communication needs
- Information on family and relationship details
- Information about your circumstances
- Information about your needs and wishes
- Any health or safety concerns



How we collect your personal information

When we work with you, we may collect your personal information from:



- You, when you share this with us
- Family members or support network, who may act on your behalf
- Other professionals e.g., GP, Kent Police



How use your personal information

When we work with you, we use your personal information to:

- To understand if we need to undertake a mental health assessment
- To undertake a mental health assessment
- To provide information to assist assessments or reviews
- To share your information to help our staff evidence their learning and to undertake training. This information will

	<p>not contain your personal details.</p> <p>We are required by law to provide health and social care services. We do not need to ask your permission to collect or share personal information.</p>
	<p>Who we share your personal information with?</p> <p>When we work with you, we may share your information with:</p> <ul style="list-style-type: none"> • Other KCC teams who provide care and support to you or your family • Other health professionals e.g., Police, NHS e.g., doctors • Nearest relatives, or to people acting on your behalf <p>Staff may share your information e.g., with their university, to evidence their learning or for training reasons. This information will not contain your personal details.</p> <p>We may also need to share your personal information with the Police, the Courts etc. if we are asked to by law.</p>
	<p>How long will we keep your information for?</p> <p>We will not keep your personal information for longer than is needed.</p> <p>We have a record document that lists how long we can keep your information for.</p> <p>We will make sure we delete all your personal information securely.</p>



How we keep your personal information safe

We only share your personal information when we need to do so e.g., care and support, access to services.

We only share your information with people who need to know about you.

We have security in place to stop your information from being lost or used in the wrong way.

We will deal with any security breaches in line with the law and will let you know if you have been affected if needed.







Your Rights

Under the UK General Data Protection Regulation you have the right to:

- Know what we are doing with your personal information and why
- Ask to see the information. This is called a subject access request.
- Ask us to correct any mistakes with your personal information
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office

You may also be entitled to:

- Ask us to delete your information
- Have your information transferred electronically to yourself or another organisation
- Object to decisions being made that significantly affect you
- Object to how we use your information

	<ul style="list-style-type: none"> • Stop us using your information in certain ways.
	<p>How to contact us</p> <p>You can contact the Information Resilience or transparency Team to exercise your rights on data.protection@kent.gov.uk.</p> <p>You can also contact our Data Protection Officer at dpo@kent.gov.uk.</p>
	<p>NHS and Care Services</p> <p>If you do not wish for your personal information to be used for wider reasons e.g., service planning, you can set a preference by visiting www.nhs.uk/my-data-choice</p>
	<p>How to make a complaint</p> <p>To make a complaint to the UK Information Commissioner, go to their website: https://ico.org.uk/make-a-complaint/ or telephone 0303 123 1113.</p>
	<p>More Information</p> <p>For the full document and more information please click this link or please visit kent.gov.uk.</p>