

Privacy Notice

University of Cambridge and Anglia Ruskin Mental Health Student Service (UCARMHSS)

This privacy notice is relevant to all students referred from the University of Cambridge and Anglia Ruskin University to Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) and for students referred from other CPFT services through the University of Cambridge and Anglia Ruskin University Mental Health Student Service (UCARMHSS).

For the purpose of delivering and evaluating the UCARMHSS Service, CPFT collects, stores and processes personal information about you. This Privacy Notice is part of our commitment to ensure that we are processing your personal information fairly, lawfully, and keeping you informed throughout.

How, why and what information we collect about you

We ask for, and hold, personal confidential information about you which will be used to support the delivery of your appropriate care and treatment and to evaluate the service

Basic details will include: your name, address, email address, telephone numbers, date of birth, next of kin contacts and your GP details. In addition to the above, we may hold the following sensitive (known as special category) personal information about you:

- Notes and reports about your health, treatment and care, which include your medical condition
- Results of investigations, such as laboratory tests
- Future care you may need
- Personal information from people who care for and know you, such as relatives, and health or social care professionals
- Other personal information such as smoking status and any learning disabilities
- Your religion
- Ethnic origin
- Sexuality
- Whether or not you are subject to any protection orders regarding your health, wellbeing, and human rights (safeguarding status).

Sharing your information

Your identifiable information will not be shared with University of Cambridge (UoC) or Anglia Ruskin University (ARU) without your consent. With the exception of circumstances in the next paragraph. There are certain circumstances when we will need to share information with GPs, carers, police, safeguarding teams, Universities in Cambridgeshire and other relevant services.

These circumstances include:

- Contacting your GP on admission to, discharge from the team, and sharing information around medication.
- Sharing amongst appropriate agencies and your university if there are concerns around risk to yourself or others.
- Our obligations to comply with legislation.

- Our duty to comply with any Court Orders which may be imposed.

Who will have access to the information

- Clinical staff such as nursing or medical, allied health professionals and support staff
- Administration/management
- Safeguarding team
- Pharmacy staff
- Data analysts/auditors
- Patient advice and liaison service and medical legal

Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

1) Data Controller(s) contact details	Cambridgeshire & Peterborough NHS Foundation Trust
2) Data Protection Officer contact details	The contact details for the Data Protection Officers are: CPFT: informationgovernance@cpft.nhs.uk
3) Purpose of the processing	To enable CPFT to provide a Student Mental Health Service for University of Cambridge and Anglia Ruskin University (Cambridgeshire & Peterborough Campuses)
4) Lawful basis for processing	<p>The legal basis for this processing is</p> <p>For personal information Article 6 1:</p> <p>(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;</p> <p>For Special Category Data under Article 9 2</p> <p>(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;</p> <p>We will recognise your rights under UK Law collectively known as the “Common Law Duty of Confidentiality”*</p>

5) Recipient or categories of recipients of the shared data	Identifiable information will be shared with UoC/ARU with consent. With the exception of circumstances listed earlier within this privacy notice
6) Retention period	The data will be retained in line with the law and national guidance for CPFT. https://www.nhs.uk/information-governance/guidance/recordsmanagement-code/
7) Rights to object	You have the right to object to object to processing of information about you, though this right is not absolute, for further information please contact informationgovernance@cpft.nhs.uk
8) Right to access	You have the right to access the data we hold about you. Requests should be made to accesstorecords@cpft.nhs.uk
9) Right to Rectification	You have the right to have any inaccurate personal data we hold about you rectified.
10) Right to Erasure	The right to erasure does not apply to accurate medical records processed under Articles 6 1(e) & 9 2 (h) unless the Trust is ordered to do so by a court of Law.
11) Right to Restrict processing	Under certain circumstances you have the right to restrict processing please contact informationgovernance@cpft.nhs.uk for further information
12) Right to Data Portability	This right only applies where the legal basis for processing is consent or for the performance of a contract and the data is automated
13) Right to Complain.	You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)