

## **Three Conversations Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for

### **Adult Social Care – Mental Health and Safeguarding – Three Conversations Project.**

Mental Health Neighbourhood Team function is a service jointly managed by partner organisations across Leicestershire to offer a strength based mental health and safeguarding service to vulnerable adults in the area. The initiative seeks to allow information sharing among the organisations to ensure there is a cohesive approach to the care offered to those who come into the service. This will help to inform the care, treatment and support that is delivered to the patients as all organisations involved will be working with the same, up to date, information on the individual.

This function is provided by Leicestershire County Council's Adult Social Care department with the support of the parties signed up to the agreement. The purpose of this Agreement is to allow for the sharing of data between the named parties to support and discuss cases in a Multi-Disciplinary Team manner addressing adult mental health and safeguarding needs.

### **What Information do we need from you?**

In order to deliver this service we need to know the following information about you: Name, contact details, DOB, Age, GP, NHS Number, information relating to your health and social care data held by Leicestershire County Council

### **Why do we need this?**

We need this information this information is required to ensure that the service delivered by Leicestershire County Council and our partners can meet the needs and requirements of each individual who comes into the service and offer the best possible care.

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our exercise of official authority or performance of a public task under article 6(1)(e) of UK GDPR the lawful condition for us to do this. The overarching aim of the Three Conversations project is to facilitate the best possible mental health and safeguarding service for adults across Leicestershire. The performance of public task must have a basis in law and so the following legislation will be relevant:

- Mental Health Act 1983;
- Children Act 1989;
- S251B Health and Social Care Act 2012
- Care Act 2014

We also need an appropriate lawful reason to process sensitive data, which in this case will be health information. In this case we are processing your sensitive personal data because of health or social care requirements under article 9(2)(h)

### **Who will we share this with?**

As part of this project we will need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Leicester City Council
- Leicestershire Partnership Trust
- University Hospitals Leicester.
- Member practices of Leicester City South PCN: Saffron Health, The Hedges Medical Centre, Sturdee Road Health and Wellbeing Centre, Leicester City Assist Practice and Inclusion Healthcare

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK and all information held by Leicestershire County Council will be securely stored on internal systems.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. In this case the Council will ensure data is retained in accordance with the NHS Records Management Code of Practice

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact [ghin3conversations@leics.gov.uk](mailto:ghin3conversations@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.

### **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team:  
[informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

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

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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#### Notes

Please send this completed notice to the Information Governance Team:  
[informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk) for approval and logging.