



## Privacy Notice – Child Health Information Service

Child Health Information Services (CHIS) are commissioned by NHS England to support the monitoring of the care delivered to children.

Please read this Privacy Notice carefully as it sets out the basis on which any personal data we process will be handled. This Notice sets out the types of personal data that we collect about children and will explain how and why their personal data is used. We will also explain how long the data will be kept and when, why and with whom the data may be shared.

The Notice sets out the legal basis we have for processing children's personal data. We will also explain the various rights and choices that you have when it comes to your personal data and how you can contact us.

### What personal data do we collect about a child and where from?

Screening, physical examination and vaccination services are monitored to ensure that every child has access to all relevant health promoting initiatives. In support of this the CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

### Who do we share your personal data with?

The CHIS will keep information about all children to ensure we deliver a safe and quality service. The service is maintained by Health Intelligence Ltd an NHS Business Partner contracted by the NHS to deliver this service.

### Dispatch of Newborn Baby Blood Spot Result Letters

Health Intelligence currently send newborn blood spot result letters via Synertec Ltd who securely print and dispatch our letters via Royal Mail business class. The letter information is only retained for a short period which allows printing and dispatch. Once dispatched, data is retained for 90 days to allow for monitoring of service performance and is deleted afterwards.

### How long do we keep your personal data for?

We will keep a child's information for the length of the contract we have with NHS England to supply the CHIS. After this time, we will securely transfer the data to the new provider under instruction from NHS England, then delete all personal data in a secure manner.

### Who has access to your personal data?

In support of child services this data is shared with healthcare professionals involved in delivering NHS services to children:

- GP Practices
- Newborn (Neonatal) Hearing Screening
- Newborn Blood Spot
- Independent Midwives
- Safeguarding Team
- Local Education Authority
- School Immunisation Providers (SIPs)



- 0-19 Services (Health Visitor Providers)
- Maternity Departments
- Other CHISs located outside the region (supporting children as they move around)

For further information, please contact the Data Protection Officer using the details at the end of this Notice.

### **How will we communicate with you?**

We will communicate with you via letter regarding newborn baby blood spot results.

### **What legal basis do we have for using your information?**

The Secretary of State delegates several public health functions to NHS England. The public health functions agreement 2017 – 2018 enables NHS England to commission certain public health services which will drive improvements in population health, and this agreement sets out the service specifications which are to be commissioned to satisfy those public health functions. One such service is the CHIS, and so it is commissioned by NHS England to discharge part of their public health duties.

### **How do we protect a child's information?**

We aim to ensure all personal data is held and processed in a secure way and we only let healthcare professionals who have a legitimate interest in your care access to your data. Examples of our security include:

- Encryption – meaning that the information is hidden so that it cannot be read without special knowledge (such as a password)
- Controlling access to systems and networks, this allows us to stop people who are not allowed to see the data from accessing it
- Controlling access for different user roles, so only certain data required for a specific role is accessible
- Training our staff to ensure they know how to responsibly and securely handle data including how and when to report if something goes wrong
- Regular testing of our technology including keeping up-to-date on the latest security updates

We do not transfer personal data out of the European Economic Area (EEA).

### **Can you access the information we hold?**

Please contact/email the Data Protection Officer (details below) to request a Subject Access Request Form.

### **Do we use Cookies on our websites to collect personal data on you?**

We use Google Analytics to collect anonymised information about the way people use our websites to provide a better service to you. For example, how many people visited the site, what pages they visited. We do not collect personal data such as URL location.



### Where can I get further information?

If you have any queries or concerns about how we handle a child's personal data, please contact:

**Mr Michael Pennington (Data Protection Officer)**

Health Intelligence Ltd

Unity House

Road Five, Winsford Industrial Estate

Winsford

Cheshire

CW7 3RB

Email: [dpo@health-intelligence.com](mailto:dpo@health-intelligence.com)

Telephone: 01270 765124

For independent advice about data protection, privacy and data sharing issues, the Information Commissioners Officer (ICO) are always happy to help:

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

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

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