

## Achieve Assertive Outreach Service

### Privacy Notice

#### - Who we are

The Achieve Assertive Outreach Service is delivered by The Big Life Group, 463 Stretford Road, Manchester M16 9AB in partnership with Greater Manchester Mental Health Trust. We use information about you to enable us to provide safe and effective services, which meet both your needs and the needs of the community we serve. This privacy notice sets out how we will use your personal data.

#### - These are the types of personal data we collect and how we collect it

- Personal details
- GP details
- Substance Use details
- Family, lifestyle and social circumstances
- Education, Training and Employment details
- Previous Services provided
- Special Categories details including: Racial or Ethnic Origin, Physical or Mental Health conditions, Religion or other beliefs, Sexual Orientation or Sex Life
- Offending and or Criminal Justice Involvement

Usually we will collect this information directly from you, but sometimes we may collect this indirectly from someone else such as a GP or other health or allied professional through our referral process. This information will be collected on our referral form and recorded in our electronic information system. The types of data we collect are:

- **Personal details** such as name, address, contact information and email so that we know how to keep in touch with you
- **GP details** such as your medical history, so that we can ensure that correct and safe treatment is offered to you, and that your GP can provide ongoing care to you where appropriate
- **Substance Use details** to ensure that you are referred to the relevant part of the Treatment Service and that you are provided with the appropriate care and support.
- **Details about your family, lifestyle or social circumstances** such as details about your family and household members, where this is relevant to the service we are providing you with. This will help us to know who your next of kin is and whether your family circumstances may mean that you will need additional support.
- **Education, Training and Employment** details such as where you have previously worked, the jobs you have had your educational qualifications, and whether you are

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receiving Benefits if this is relevant to service we are providing you with. This is to help us to know if your work or financial circumstances could be affected by your substance use, and to provide you with support around future employment and training.

- **Previous Services provided** such as details about any services you have accessed through us or another organisation so that we understand what has or hasn't worked for you in the past

Sometimes we also collect sensitive, personal data about you. This includes information about your health, religion or beliefs, sexuality, ethnicity, and offending details.

We collect information about your mental and physical health and other sensitive data (e.g. offending) because it is necessary to be able provide you with this service. There are additional safeguards in place to ensure we understand our duty of confidentiality when processing this type of information.

We collect diversity information (e.g. ethnicity data) to monitor that the services we provide are being delivered equally and fairly to people from all types of backgrounds. In this case, you can indicate that you prefer not to give us this information.

#### - **Why we collect your personal data and what our legal basis for doing this.**

In most cases, we will process your data because it is necessary to provide you with a safe and effective service. This also includes any steps we have taken at your request to enable you to access this service. It is also necessary for us to comply with our legal obligations. We process your personal data in order to:

- Keep a record of your personal and appointment details so that we have a record of how and when to keep in touch with you
- Record details about, for example, referrals, assessments and support plans with you so that we are clear about what you need and to provide you with a service that meets those needs
- Evaluate the effectiveness of our service

In some cases, providing us with your personal data is optional and in this case, we will make this clear and ask for your explicit consent to process this data by providing you with a consent form. Even if you have given your consent, you will be able to withdraw your consent at any point if you change your mind and the form will tell you how to do this.

#### - **Who we share your data with**

Your information, whether on electronic or paper records - including referral forms and clinical records – is personal and sensitive and the processes we use for collecting, storing and retrieving your information are secure to prevent against unauthorised access.

Your worker and their supervisor/manager will usually be the only people authorised to access your information and they will do so to ensure we are providing an effective service. Other managers may need to access your information to investigate complaints, incidents or to audit services.

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Sometimes we will need to share information to people outside the service involved in your care – for example your GP or other teams within the care pathway – to safeguard your health and well-being. You will be informed of the nature of the information shared in this way –and to whom - and all professionals with whom we share such information must meet all our conditions for keeping your information confidential and secure

There are other situations when we may need to share your information; situations when:

- There is a serious risk to the health and safety of others (e.g. children and vulnerable adults)
- Information is required to be used in court
- We need to give information to the police to help detect or prevent a serious crime
- We believe there is a threat to your safety

Where possible we will always inform you when we need to share information for the reasons given above. In other situations (e.g. a request from an employer or insurance company) we will not share your information without your written consent.

Information is shared more widely to monitor and evaluate the quality and performance of services; for example the National Drug Treatment Monitoring System (NDTMS). In these circumstances your name and any other details which may identify you will be removed prior to analysis and inclusion in reports.

All our staff and volunteers are required to adhere to our confidentiality and information security policies. If we find out that an unauthorised person has had access to your information we will inform you, and take appropriate action.

#### - **How long we keep your data and why**

We will store your information according to NHS mental health records retention periods. This is currently for 20 years after you have left the service.

#### - **Your rights under data protection law**

Under the data protection law, your rights are as follows:

- You have the right to be informed about how we process your data (this is detailed in this privacy notice)
- You also have the right to request that we correct your data if it's factually inaccurate or incomplete. We are required to respond to requests within 1 month
- You have the right to access a copy of the information we keep about you or authorise another person or organisation to be provided with your information – this is known as a **subject access request**. We are required to provide this within 1 month
- In some circumstances, you have the right to ask us to erase all your personal data (but we may refuse to do this if we can show we have a lawful reason to keep it)

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- *In some circumstances you have the right to object to data processing or request that data processing is restricted (but we may refuse to do this if we can show we have a lawful reason to keep it)*

*If you have a concern about the way we are collecting or using your personal data, want to ask us about any of your rights described above or ask us any other questions about this privacy notice, please our Data Protection Officer:*

Laurence Housden  
The Big Life Group HQ

1st Floor

463 Stretford Road

Manchester

M16 9AB

[loz.housden@thebiglifegroup.com](mailto:loz.housden@thebiglifegroup.com)

*If you are not happy with our response, you have also the right to complain to the Information Commissioners Office. This is the UK's independent authority. It has enforcement powers and can investigate complaints and compliance with data protection law. Your rights are described in detail on the ICO's website - <https://ico.org.uk/>.*

## **Consent Notices for Case Studies and internal and external publicity.**

### **Sample Consent Notice**

*You are being asked to consent to The Achieve Service using your information as part of a case study. Achieve Assertive Outreach is a Big Life group service. In consenting to this, you are also consenting to this information being used for Big Life group marketing and communications.*

*The information will contain information about your involvement with The Assertive Outreach Service for the purpose of providing information about our services and the people who use them.*

*The information will be used in internal and external marketing and communications over the next 2 years.*

*Your access to our services does not depend on you providing consent for this information, and you can withdraw consent at any time without giving reasons.*

*We will keep your consent under review and, if the purpose for which we originally gained your consent to use your information changes, we will contact you to ask whether we have your permission to continue use your information or if you wish to withdraw your consent.*

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If you withdraw your consent, where practical, we will delete your information and we will keep a record that you have withdrawn your consent.

If you want to withdraw your consent, please contact us by post or email:

The Achieve Assertive Outreach Service  
c/o 1<sup>st</sup> Floor  
463 Stretford Road  
Manchester  
M16 9AB

Email: [Donna.Turner@thebiglifegroup.com](mailto:Donna.Turner@thebiglifegroup.com)

I, the undersigned confirm that: (tick all that apply)

<i>I have read and understood the information above</i>	
<i>I consent to my name being used</i>	
<i>I consent to my information being used in written form</i>	
<i>I consent for my voice being used on an audio recording</i>	
<i>I consent to a photograph of me being used</i>	
<i>I consent to myself appearing on a video recording</i>	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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