

Student records

Student privacy notice



Dear Student



Please find below:

1. The rules we apply to your information
2. How we will use your information (Privacy Notice)

If you have any questions, you can contact me :

- 😊 Susan Turner, Data Protection Officer (DPO) & IG Manager;
- ☎ Ext. 286;
- ✉ sturner@youngepilepsy.org.uk

1. The rules we apply to your information



Data Protection Statement

St Piers applies the Data Protection Act 2018 and the UK General Data Protection Regulation.



This means we only use information:



1. Fairly, lawfully and openly;



2. For the reason given when got your information;

3. That is necessary, adequate and relevant;



4. That is accurate;



5. For no longer than we need to;



6. In a secure way.

St Piers is also responsible for ensuring we meet the law

We keep information on computer and on paper.



We keep your information confidential. We only let people see your information if they need to see it for a good reason.



Your information may go outside of the UK, because, for example, we use Microsoft programmes. We will ensure it is protected.

Otherwise, your information will not go outside the UK without asking you.



We keep your information secure.

For example:



We use passwords on computers



Offices and filing cabinets have locks and swipe card access



Train staff so that they know how to do this.

St Piers is registered as the National Centre for Young People with Epilepsy with the Information Commissioner's Office, who is responsible for Data Protection. Our registration number is Z5611618.



Rights

You have the right to:



- Be told how we use your information (this is explained later);



- See your information;



- Change information that you think is not correct or complete;



- Ask for some of your information to be deleted;



- Restrict how your data is processed; and



- To object to how your information is used



If you want to do any of the above, please let staff know. Or send an email to dpo@youngepilepsy.org.uk or call Sue Turner on extension 286.



There are two other rights about computer decision making and moving your information. St Piers does not do either.



If you are unhappy about how your information is used, you can complain to the Information Commissioner's Office by phone on **0303 123 1113** or online <https://ico.org.uk/global/contact-us/>



Caldicott Principles statement

At St Piers we apply the Caldicott Principles. When we use or share your information, we will:-



Principle 1 Have a reason for doing this



Principle 2 Only do this if it is necessary



Principle 3 Use the minimum amount of information



Principle 4 Only share with people who need-to-know



Principle 5 Make sure staff understand their responsibilities



Principle 6 Understand and comply with the law



Principle 7 Understand that sharing can be as important keeping information confidential



Principle 8 Tell you how your information is used



NHS Data Security & Protection Toolkit

We apply NHS rules on how we use your data. Each year we complete an assessment (the Toolkit) to show that we keep your information securely and handle it correctly.



Privacy notice changes



This form may change. It is on our website. You should look at it to make sure you are happy with the changes.

2. How we will use your information (Privacy Notice)

This Privacy notice is to tell you how St Piers uses student information

If you have any questions, please contact the Data Protection Officer (phone number and email are at start of form)>

Type of information

St Piers keeps this information about you:-



- **Personal details**

- *For example:* Your name, address, date of birth



- **Information from school or college**

- *For example:* Your Annual Review or work you have done in class



- **Medical, therapy, psychology and health information**

- *For example:* Information about the medication you take or times when you have seen a nurse, doctor or therapist



- **Safeguarding information**

- *For example:* Information about an incident or injury you may have had



- **Information from the house you live on**

- *For example:* What you do when you are on the house or the clubs you go to in the evening



Some of the information may be a mix of all of the above

For example: Your Education & Health Care Plans and Annual reviews contain all of the above information.

We keep your information on computer and in paper files. We also keep photographs, videos and EEG recordings.



Family information

We keep some information on your family because it helps us look after you.

For example: Knowing about your parents' health can help us understand why you are unwell



CCTV

There are some cameras on campus. There are signs where they are being used. They are used to keep the campus secure.

All CCTV usage is approved by the Executive team.



- CCTV in bedrooms

If you need CCTV cameras in your bedroom, we will ask your consent. This may be because if you have sleep apnoea or seizures that are difficult to hear.



Information without your name on

We keep some information about you, which does not have your name on, or anything that tells who you are. This may be used for research or so that we can see how St Piers is doing. No one will know this information is about you.



This information is used to:



- Provide you with the most effective and efficient care and treatment

For example: Looking at treatment you have already had lets us work out what is best for you



- Keep a record of your care and treatment

For example: Day journals, seizure charts and medication records.



- Monitor your progress and development.

For example: Videos, photographs and EEGs help us to record if you are improving

- Obtain qualifications or other attainments.

For example: So you can get an NVQ



Where we get your information from



Some of your information comes from our staff. Some may be from other people or organisations who know you.

We will ask these people for information about you:-



- You;



- Your parents, family and friends;

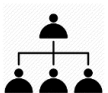


- Previous homes or schools you have been to;



- The organisation who pays for you to be here;

For example: Your council or the NHS



- The person or organisation who thought you should come here;

For example: Your social worker, doctor or council.



- Local service providers;

For example: The therapists and Child & Adolescent Mental Health Services team who you see at home.



- Other people who look after your health;

For example: The GP, doctor or nurse you see at home or at another hospital.



- The people or organisations listed on your Application form.

We may get this information before you join St Piers or while you are here.



Sharing your information.

Sharing information helps everyone who knows you understand your needs better



Regular sharing

We may share information, such as letters, reports and updates about you with:-



- The organisation who pays for you to be here;



- Your Social Worker;



- Local service providers



- Other people who look after your health



- Your local service providers, such as CAMHS team



- The NHS body that gives you continuing healthcare funding



- Your parents or your guardian or carer



If we want to share your information with anyone else, we will ask you.

Looking at your information



- St Piers is inspected to make sure you have the best possible care and treatment. To do this the inspectors will look at your records.



For example: Ofsted or CQC inspectors

- St Piers is assessed to make sure we use money well. To do this auditors may look at your records
- Sometimes if there has been a complaint or issue, we ask someone else to investigate. This person may look at your information.



The law

- The law says that we must share your information.



For example: If we are worried about your safety, we have to tell the local council, your social worker and sometimes the police.



- When you leave St Piers we have to give your new placement provider a summary of your safeguarding history.



- If you are a Looked After Child, we have to give your new placement provider your Care Plan, Personal Education Plan and the minutes of LAC meetings.



Using other computer programmes

We use some computer programmes that we do not own. To use them we must give the companies who own the programmes information about you.



They can only use your information in ways we have agreed to.

They may use your information for specific reasons, such as for security or research. Where they do this, it does not have your name on, or anything that tells who you are.



For example: -

In School and College your information is kept on a database, which we pay a company to use



This is becoming more common. If you want to know what programmes we use please contact the Data Protection Officer.



Complaints/Reviews

An independent reviewer may look at your records if there has been an incident or complaint.

Virtual assistant technology devices



You may know these as Alexa, Echo, SIRI, or Google Assistant etc

They will have the highest possible security settings. You will be told if one is used either by an employee or through a sign. We will not let it record and we will unplug it if anything confidential is said near it.



Information without your name on

We will share information that does not have your name on, or anything that tells who you are. No one will know this information is about you.



Use of Artificial Intelligence (AI)

Staff use AI to make meeting notes and write documents, communications etc.

What the AI gives us is always read by a human before it is used.

AI is assessed to make sure it's safe.



Keeping your information



To decide how long to keep your information for, we have looked at the law, regulations, guidance and asked for a lawyer for a legal opinion.



How long we keep your information for is based on if you have lived on a Children's Home and if you understand your legal rights when you leave us.



1. If you have lived on a children's home

Your information will be kept until you are 75 years old.



If you don't know if you have lived on a children's home, ask staff and they will tell you.

This is the law under the Children's Homes (England) Regulations 2015.



2. If you lack capacity when you leave St Piers

Your information will be kept until you are 75 years old

This is because if you do not have capacity, you do not know your legal rights.



3. If you have not lived on a children's home and have capacity

Your records will be kept for 20 years after you leave St Piers.

This is recommended by the NHS Code of Practice for Health & Social Care records



If you want more information about how long we keep your information for, ask staff and they will show you.



CCTV cameras

Recordings are kept for seven days. They may be kept for longer if there is an incident.



Lawful reason

We need a legal reason for keeping and using your information. Mostly we want you to agree we can. Below are some other reasons.



Consent

We have explained how we will use and keep your information. We would like you to agree to this by completing the 'student consent' section below.



Legal claims and obligations

Some information may be kept because there is a court case or a court has told us to do this.



Laws and regulations

There are some other laws and regulations that state we must keep your information. For example, financial records must be kept for seven years.



The legitimate interests of St Piers

We need to use some of your data because it helps St Piers. For example, we may use your data to see the ethnic diversity of our student group.



Medical reasons

We need to use your data for medical reasons. For example, we may share your information when we ask another doctor to see you.

Public Interest and Public Interest Health



Sometimes the government says we have to share your information with them because it will help other people. For example, we had to tell the government if you had Covid.

Historic value



St Piers is an important charity and over 100 years old, so we keep some information forever. For example, if you are in a photo on one of our leaflets, we will keep the leaflet forever.



Student consent

☐

Yes, my information can be kept, used and shared in the ways detailed above.

☐

No, my information cannot be kept, used and shared in the ways detailed above.

If you have ticked 'No', please say why and any changes you want made in this box:-



Signature: - _____



Date:- _____



Name:- _____