



BMBC PRIVACY NOTICE

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the provision of services by the Public health Nursing Service.

Stage one: Who are we?

The 0-19 Public Health Nursing Service aims to ensure high quality delivery of integrated care and services which impact on the outcomes and life chances of children, young people and families pre-birth to 19 years (or 25 years if the young person has a disability) including the implementation of key mandated duties. These services and care are provided through our different Public Health Nursing practitioners, BMBC Core Public Health Service and our Quality and Governance team.

Barnsley Public Health Nursing Service is a universal service provided to children and young people aged 0-19 years. The service prioritises children, young people and their families' health and wellbeing. This includes promoting the Best Start in Life for Children; Reducing Health Inequalities; Ensuring children are safeguarded and supporting children, young people and their families to live healthier and achieve their potential.

The framework that underpins the Public Health Nursing Service provision is the Healthy Child Programme 0-5 years and 5-19 years which focuses on collaborative working in partnership with parents, carers and other agencies to improve health and wellbeing, support parenting in early life stages, undertake health and development reviews at key stages of a child's development, promoting the uptake of health screening and immunisations and provide evidence based education and advise to help parents and young people make informed choices. This includes early identification of families in need of additional support to ensure they receive early help and intervention before problems develop further.

Our team includes;

- Specialist Community Public Health Nurses (SCPHN) who are qualified nurses or midwives with an additional specialist public health qualification and skills and expertise of assessing community health needs and working with children and young people from pre-birth to age 19 also known as Health Visitors and School Nurses
- Specialist Community Public Health Nurses with specific expertise in assessing the needs and supporting Gypsy, Traveller and Asylum seekers and Children in Care
- Public Health Nurses who are qualified nurses who have skills and knowledge of working with adults, children and young people in home settings, community venues, early years settings and schools and providing interventions to meet the health and wellbeing needs of our local community
- Child Development Practitioners (CDP) who are trained and skilled in helping young children develop and learn by delivering parenting education and support, and contributing to activities that improve physical, emotional and social development of children.
- Public Health Support Workers are trained to carry out specific public health duties such as improving children's dental health, healthy eating and physical activity weighing and measuring children in schools as part of the National Child Measurement Programme and providing a variety of health promotion and activities for children, young people and families at a community level.
- Infant feeding support workers have specific skill and knowledge in discussing feeding choices for parents and their baby which includes supporting and promoting breast feeding and following evidenced based research from UNICEF, Department of Health and the World Health Organisation
- Single Point of Access (SPA) Business Support Team who support the 0-19 Public Health Nursing Service to ensure smooth running of administrative processes and providing a welcoming first point of customer contact, assisting in timely and responsive communication for service users with the area teams.
- Healthy Child Programme and Clinical Quality and Governance Leads have the daily operational management of the 0-19 service and are required to provide quality and governance oversight to ensure all staff are suitably trained and competent to deliver their role and that relevant policies and procedures are adhered to.

Barnsley 0-19 public health nursing service is proud to support education. There may be times when a student nurse or other professional accompanies a practitioner on a visit or may be in attendance at clinics or groups to learn about what we do. If you do not want a student or other professional present at our contacts you can let the practitioner know or phone us on 01226 774411 or email 0-19HealthTeam@barnsley.gov.uk

Providing information is a core function of our services in Barnsley. This can include a wide range of essential information about health and healthy lifestyles, health care partners, early year's settings, schools, parenting, support and specialist services and much more.

Stage two: What type of personal information we will collect from you

In order for the 0-19 Public Health Nursing Service to provide high quality care and to ensure we meet your needs appropriately we collect the following information;

- Name address, date of birth, NHS number, names of family members, relationships between family members (parent, child etc.), gender, ethnicity, contact details.
- Dates, times and places of contacts such as home visits and discussions and details of the content of this contact
- Information about assessments and observations we have made during the course of our healthy child programme offer which will be used to plan out any intervention or support we may need to do
- Information relating to progress made, tracking e.g. development milestones, health progress
- Information relating to family support needs including: vulnerable children, health issues, disability or special educational needs, employment, educational attendance and behaviour, social care, violence in the home, substance misuse.
- Information relating to services accessed and relevant information on who else is working with you and their involvement
- Notes, reports and letters that give information about you; both those we have made and those we have received from others.
- Information from you relating to equipment we may loan to you such as breast pumps, Care Of Next Infant (CONI) respiratory monitors or enuresis alarms
- We collect data from you for national public health statistics such as breast feeding rates, National Childhood Measurement Programme (NCMP) but this data does not identify you.

We will not collect any information from you that we do not need in order to provide and oversee this service to you.

Stage three: Why do we need your personal information?

To ensure that you, your child/family or children that you legally care for get the best possible care.

In addition to using your information for you and your families best possible care it may also be needed for reasons such as staff training, service planning, research or to tell other professionals about the work the 0-19 Public Health Nursing Service do

So that we provide the right support at the right time to families, we need to identify families who need help and to understand their needs and so that we can work well together to make sure that your needs are met

To ensure the safe and efficient management and delivery of services and to help ensure that the needs of all children and young people are met, this includes any concerns that you may have can be looked into carefully.

To support us in our continuous quality improvement work and achieving our aim of high aspirations for the children and families of Barnsley we need to track and measure the progress being made in respect of children reaching their development milestones and optimum health and wellbeing.

To continue to provide our services we must evidence that it makes a positive difference to families' lives. To do this we need to collect, share and match personal information about family members to enable us to demonstrate positive outcomes.

To enable us to provide statistical data returns where required e.g. government requested

We may also use personal information to investigate incidents and complaints. If you are unhappy with your care, having a record of what has happened means your concerns can be properly investigated

Stage four: How we will collect your personal information

We will collect your personal information in a variety of ways dependent upon the level of service or intervention that we are providing or that you are accessing;

Through Child Health Information Services which consists of an IT system and database that acts as a population register to ensure that universal services such as immunisations, childhood screening, the Healthy Child Programme as well as support for children with special educational needs (SEN) are offered to children

Through partnership agreements with maternity services of notifications of pregnant mothers and births to ensure universals services are offered and continued.

Where you are contacted by our service or you contact us, the person you are speaking with will ask you for the personal information needed by our service. We also gather personal information as part of the delivery of the Healthy Child Programme

With your agreement we may request or accept additional information from other organisations such as maternity services, GP's, paediatricians, children's therapy services, early year's settings, education, private and voluntary agencies and support services and some adult services such mental health services so that they can help us to understand your needs and to provide you with the services you and /or your child/ren need.

We have a legal duty to keep health records, secure, confidential and accurate. Our records are kept using the clinical computer system SystemOne, which enables your full electronic record to be shared to anyone involved in your direct care, across different healthcare services.

Stage five: Our Legal Basis for processing your information

We collect and use your information in relation to our duties under one of the following legal bases. The one we use will depend on the circumstances in which we are processing your personal data:

Article 6(1)(a)- The data subject has given consent to the processing of his or her personal data for one or more specific purposes

Article 6(1)(c) – Processing is necessary for compliance with a legal obligation

Article 6(1)(d) – Processing is necessary in order to protect the vital interest of the data subject or another natural person

Article 6 (1) (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

Article 9(2)(h) – Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional

Working Together to Safeguard Children 2018

Healthy Child Programme; Pregnancy and the First Five years of Life 2009

Healthy Child Programme; from 5 to 19 years old 2009

Healthy Child Programme 0-19; health visitor and school nurse commissioning 2016

The updated Healthy Child Programme 2021

The Children's Act 2004

SEND Code of Practice 2015

Stage six: Why we may need to share your information

We will only ever pass on information we hold on you, or receive information from others about you if there is a need for such information sharing, that will benefit you or your family.

We will explain why this is necessary and ask for your permission, if you are unable to give permission for any reason, we will only share information where it is clearly in yours or children's best interests to do so.

Anyone who receives information from us is also under a legal duty to keep your information secure and confidential.

Sharing personal information effectively helps us to:

- Understand all of the health needs and problems affecting families
- Target help to those who need it most
- Coordinate and deliver services for families in Barnsley
- Help with research about the effectiveness of the national programmes

Specific agreement is not required to share personal information in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

However, where possible we will always seek your agreement to share your information.

Stage seven: Who we may share your information with

The 0-19 Public Health Nursing Service works closely with other partner organisations. There may be times when we need to share your information so that we can all work together for your benefit and to make sure you receive the help you need. Where it is in your interest to do so and to support your care, we may share your information with

- NHS Trusts
- General Practitioner (GPs)
- Other BMBC departments such as Social Care and Education Services
- Early Years services such as Family Centres, nurseries and child minders.
- Paediatricians
- Children's therapy services such as speech and language services and physiotherapy
- Private Sector Providers
- Voluntary Sector Providers
- When we are required by law such as Police Services and Government Regulators
- Data processors working on behalf of the NHS and Local Authorities including eMBED Health Consortium and Child Health Information Services

With your consent, we may share information with your relatives or carers.

We may also share information with the Government, other councils and other partner organisations where appropriate e.g. DH (Department of Health) PHE (Public Health England) DFE (Department for Education), NHS Digital, ONS (Office for National Statistics)

****Please note during the period of emergency with the Covid 19 outbreak and in order to look after your health and care needs we may share your confidential patient information including health and care records with clinical and non-clinical staff in other health and care providers, for example neighbouring GP practices, hospitals and NHS 111. We may also use the details we have to send public health messages to you, either by phone, text or email.**

During these periods of emergency, we may also offer you a consultation via telephone or video-conferencing. By accepting the invitation and entering the consultation you are consenting to this. Your personal/confidential patient information will be safeguarded in the same way it would with any other consultation.

Stage eight: How long will your information be kept?

Your information will be kept according to the dates specified within our retention schedule. For more information on our retention schedule please visit www.barnsley.gov.uk/privacy

Stage nine: What will happen if you fail to provide personal information?

Failure to provide personal information may impact on Barnsley Council 0-19 Public Health Nursing Service being able to provide the best and most appropriate care and support for our children, young people and families living in Barnsley. In some cases this could mean that care and support or intervention is not available.

We will not be able to find out what kind of support works best for Barnsley residents, and we may not be able to sustain the appropriate resource to provide it.

Stage ten: How to access and control your personal information

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk