

Cambridge Community Services

Privacy Notice

Cambridge Community Services (CCS) is committed to providing high quality services. To do this, we need to access, use and sometimes share your information or personal data, which includes sensitive data, known as special category data. This notice tells you what we do and why and how to raise any concerns or exercise any rights you may have in respect of your data. For more information please visit our website at <http://www.cambscommunityservices.nhs.uk/about-us/priorities-and-how-we-are-doing/performance/information-governance/privacy-notice>

Data Controller	Cambridgeshire Community Services NHS Trust (CCS): Children and Young People's Physiotherapy Department (Cambridgeshire Area) ICO Registration:- Z2187662		
Purpose for using data	To improve the way in which patients flow through community beds. The App is not used for data purposes and there is no effect on individuals. Currently managed via multiple, provider led, spreadsheets. The reports that come from the spreadsheets are operationally critical to the CCG and Local Authorities to enable patient flow, throughput, and bed availability. By implementing the use of the Beds app, data will be available more easily and in real-time which in return will better support movement between acute and community beds.		
Personal Data	Name Date of birth NHS Number Gender	Lawful Basis	Health & Care and Public task
Special Category data	Medical information	Special category condition	Public interest
Third party Source of data	Data will be collected from: Cambridgeshire Community Services NHS Trust Luton and Dunstable NHS Trust Bedford Hospital NHS Trust Luton Borough Council Central Bedfordshire Council Bedford Borough Council East London Foundation Trust Bedford, Luton and Milton Keynes Clinical Commission Groups Virgin Healthcare Keech Hospice		
Sharing with third party and reason	<p>NHS Trust- The system is used to enter patient information: First name, surname, DoB, hospital number, NHS number, and postcode.</p> <p>The system has a number of statuses such as 'Medical'; 'Therapy' which is assigned to a patient's to track their journey to discharge within the hospital. Data will be entered whenever the provider wishes to track a patient's journey. The number of individuals and geographical locations are at the discretion of how many are entered by the provider. Data retention and anonymization is at the discretion of the provider.</p> <p>PHEW - Cambridgeshire Community Services NHS Trust has commissioned a third</p>		

	party company Phew to build and manage the web application which relevant individuals will have access to.
Automated decisions	There is no automated decision making.
Retention Period	Your data will be stored securely and held and destroyed in accordance with our Retention Schedule.
Transfer outside UK	Your data is not transferred outside the UK
Exercising your rights	You have rights over the data we hold. You have a right to be informed; of access; and to ask for rectification or erasure and to portability. If you would like to exercise any of these rights, please contact us at CCS.tr@nhs.net . We will consider every request and if there is any reason we cannot agree to it, we will let you know why and how to appeal this decision.
Data Protection Officer	Monty Keuneman e: ccs.accesstoinfo@nhs.net If you have any queries or concerns, please contact us at the above address. You can also approach the ICO if you have a complaint.
Information Commissioner	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Email: casework@ico.org.uk Tel: 0303 123 1113 (local rate)