

## Pan-Dorset Drug & Alcohol Services Privacy Notice

Local councils and drug and alcohol treatment agencies work together in partnership to provide drug and alcohol services across the pan Dorset area. If you receive drug and alcohol services in the pan Dorset area, which includes Bournemouth, Christchurch and Poole and rural Dorset, personal information will be held about you on a pan Dorset-wide case management system. Any treatment provider will be able to see if you are receiving, or have received, drug and alcohol services in the pan Dorset area if it is appropriate for them to do so. We will also use your anonymised information for research and service planning purposes.

Your personal information will be used, processed and shared lawfully, so we can provide the necessary drug and alcohol services to you, so we can protect your, and others interests and so we can adequately manage the treatment system and services. The lawful basis for processing your personal data will take place under the General Data Protection Regulation specific purpose of Vital Interests or Public Task. Any processing of special category (sensitive) information is necessary for the provision of health and social care treatment and for protecting public health. The legislation that allows us to hold and use your information includes the Data Protection Act 2018, Health & Social Care Act 2012, the Care Act 2014, the NHS Act 2006, and the Children Act 2004. We also take into account the Caldicott Principles.

In some circumstances your information may be shared with other agencies. We have agreements in place to make sure these organisations comply with Data Protection legislation. These other agencies could include Social Care Services, Housing Services, your GP, Hospitals and Criminal Justice Services (this may include police, courts, prison, probation) and others as required. On some occasions, we have a legal duty to provide personal information to other organisations. Some examples of these circumstances are protecting children, preventing serious harm to you or to other people, or the detection or prevention of crime.

Personal information we hold about you will be held safely and securely. We will hold your personal information in the case management system for 8 years after you leave and then we will delete it. You can ask to see the personal information we hold about you. If you think any of the information we hold is factually wrong, out of date or missing, you can ask us to change our records. If you want to know more about this or think that the information we hold about you is inaccurate, please speak to your key worker or care co-ordinator.

If you have a concern about how we are using your information, we would ask you to contact us in the first instance using the addresses below:

For BCP Council area - Drug & Alcohol Commissioner  
BCP Council  
Civic Centre  
Bournemouth  
BH2 6DY

For Dorset Council area – Drug & Alcohol Commissioner  
Public Health Dorset  
Dorset Council  
County Hall  
Colliton Park  
Dorchester DT1 1XJ

Further information and details of how to request to see the information we hold about you can be found at:-

BCP Council - <https://www.bcpCouncil.gov.uk/About-BCP-Council/Privacy/Privacy-notice.aspx>

Dorset Council - <https://www.dorsetCouncil.gov.uk/your-council/about-your-council/data-protection/data-protection.aspx>

### The Local Authority Data Protection Officers are:

BCP Council - Vivien Bateman email: [information.governance@bcpcouncil.gov.uk](mailto:information.governance@bcpcouncil.gov.uk)

Dorset James Fisher – email: [data.protection@dorsetcouncil.gov.uk](mailto:data.protection@dorsetcouncil.gov.uk)

### For Drug & Alcohol Services:

We Are With You Drug & Alcohol Services - <https://www.wearewithyou.org.uk/privacy/>

REACH Drug & Alcohol Services - <https://www.edp.org.uk/privacy-notice/>

For further information about Information Rights Legislation, please contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) or by telephone 0303 123 1113

## **NDTMS: information and consent**

### **Who we are**

We are the Office for Health Improvement and Disparities (OHID) in the Department of Health and Social Care. We have a database called the National Drug Treatment Monitoring System (NDTMS), which we use to collect information about drug and alcohol treatment in England.

### **We need your consent**

We need your consent to collect information about you and your treatment. You can choose either to share your information with us, or not to share it. Whatever you choose, it will not affect the treatment you receive or how well you are looked after. If you consent, your treatment service will share some of the information they collect from you with NDTMS.

### **What information we collect about you**

We collect your service's reference number for you, which allows us to speak to them about your information without us knowing your name. We also collect information to make sure you are only counted once. This includes:

- your initials
- your date of birth
- your sex
- the area where you live (the first bit of your postcode)

We also collect information on things like the treatment you are receiving, and your nationality, ethnicity and disabilities, so we can see if people are being treated fairly. And we ask for information about your family situation so we can understand families' needs too.

### **Why we collect information about you**

We are responsible for improving the lives of people who are affected by drug and alcohol use in England. We collect data about you to help improve your:

- treatment and other support
- health and wellbeing
- education and job prospects
- family life

We use NDTMS data to monitor alcohol and drug treatment across England. It can help us see what's not working well, so we can do something about it. It helps to make sure that people are getting the best possible care wherever they live.

### **Sharing your information**

By sharing your personal data with OHID, any drug and alcohol treatment provider may become aware of any other treatment providers that you are in contact with. If your current treatment provider is replaced or taken over by another treatment provider, they will continue to share your information with OHID. We may share your information with other government departments, and other organisations working with us to improve the lives of people affected by drug and alcohol use. If we do share information, we take as much of the detail out as possible, and only share what we really need for analysis. We will not share information about you with the police or the courts.

### **Your rights to your information**

You can tell your treatment service if you change your mind about sharing data with us at any time. So, if you consent, you can change your mind about that. Or if you do not consent and later decide you're OK with us collecting your information, you can do that too.

You can get more information about your data and rights online in the NDTMS privacy notice ([tinyurl.com/ndtms-consent](https://tinyurl.com/ndtms-consent)). If you cannot access the information online, you can ask your keyworker to print it out for you. You can also contact us if you have a complaint or if you have any concerns about how we

may have used your information. Our contact details are in the privacy notice, or you can ask your keyworker to help you contact us. If we have not been able to help you, or you are not happy with how we have handled your information, you can contact the Information Commissioner's Office (ICO). Details about how to contact the ICO are in the privacy notice.

**Consent to share your information with us**

Please tick the relevant box and sign and date the form to complete your consent.

I consent and agree that my treatment provider can share my personal information with OHID for the purposes outlined above.

I do not consent and agree that my treatment provider can share my personal information with OHID for the purposes outlined above

Signature.....

Name.....

Date.....