

The NCCMH Increasing Access to Psychological Therapies (IAPT) Ethnic Inequalities Policy Review Privacy Notice

The National Collaborating Centre for Mental Health (NCCMH), based at the Royal College of Psychiatrists ('the College'), delivers projects that aim to enable the provision of high-quality, equitable mental health care.

The NCCMH's projects involve working with individuals, individual services within NHS trusts or organisation, or with the NHS trust or organisation overall.

The College is the data controller for the information you provide to us as part of a project.

If you have any queries about the process or how we handle your information, please contact us at dataprotection@rcpsych.ac.uk

IAPT Ethnic Inequalities Policy Review

The NHS Race and Health Observatory ('the Commissioner') has commissioned NCCMH to conduct research into the ethnic inequalities in access and outcomes experienced by individuals who engage or attempt to engage with Improving Access to Psychological Therapies (IAPT) services.

What information do we ask for, and why?

The following information is collected:

- Application documents - Personal identifiable data via email
- Focus group discussions – recorded conversations via Zoom or MS Teams
- Surveys via MS Forms

The NCCMH will not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used either to maintain a record of you and to contact you, or for the purpose of assessing eligibility to participate in the IAPT Ethnic Inequalities Policy Review.

We process:

- Relevant project participant information such as name, age, gender, sexuality, ethnicity, information related to reasons for participation
- Feedback on participants' experiences of IAPT services.

Security and confidentiality is maintained through the use of passwords and by limiting accessibility of stored project documents to those involved in the project. Participant data is anonymised for reporting purposes so that no identifiable information is used in published reports.

The following actions will be implemented to maintain confidentiality and adhere to the General Data Protection Regulation (GDPR) and the College data protection principles:

- All of the information you provide will only be used for the purpose for which you provided it or to fulfil business, legal or regulatory requirements if necessary.

- We will not share any of the information provided to us with any third parties for marketing purposes.
- All the data is accessible only to the NCCMH research team and data processors by approval.
- All data is held within restricted areas, is password protected and encrypted.
- We may publish anonymised data on our website and in appropriate scientific journals.
- We will use the staff contact details at the organisation provided to us at registration to contact you and in connection with ongoing relationship with the relevant project.

Application form

1. Participants are invited to complete application form hosted on MS Forms, which contains personal data to participate in the focus groups
2. An encrypted database of participants and protected characteristics will be created from the applications to support research activities. This will be saved on a secure file location with limited staff access.
3. At the end of the project the application forms and database of participants will be destroyed.
4. There will be no paper or hard copy documents to store.

Focus groups

1. All participants outside of the NCCMH research team are required to adhere to a confidentiality agreement
2. Conversations will be recorded by the internal NCCMH research team.
3. Recordings will be stored securely and accessed only by members of the research team who will be transcribing the recording.
4. Recordings will be transcribed anonymously by the researchers and then the recording deleted.
5. The anonymous transcription will be saved in a secure location.
6. The findings will be thematically analysed by the project research team and shared as part of the final research report.

Surveys

1. Surveys will be sent out to participants using Microsoft Forms ensuring the responses are set to anonymous.
2. Anonymous surveys will be thematically analysed by the project research team and the findings shared as part of the final research report.

How long is the information retained for?

- All information containing personal identifiable information will be destroyed at the end of the project.
- All anonymised data will be retained in adherence to the timescales specified in the Commissioners' Record Retention Schedule.
- If you wish to learn more about this retention period, please contact us using the details below.

Legal basis for processing

The NCCMH processes data with consent from the individual providing the data.

Confidentiality

The information received and managed by the NCCMH research team is treated as confidential.

We will not publish information that can enable individuals to be identified, nor allow third parties to access the data.

Your rights

Under the Data Protection Act 1998 and the GDPR you have rights as an individual that you can exercise in relation to the information we hold about you.

What if I do not want my information used by the College?

The project participants can choose to opt-out of the project at any time.

For more information about how to opt-out, please contact the Project Manager, Hazel Webb at hazel.webb@rcpsych.ac.uk

Complaints or queries

The College takes any complaints we receive about the way in which we use personal data very seriously.

We encourage people to bring it to our attention if they think that our collection or use of personal data is unfair, misleading or inappropriate.

If you want to make a complaint about the way we have processed your personal data you can contact us using the details at the bottom of this notice.

You can also complain to the Information Commissioner's Office directly:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: <http://www.ico.org.uk/>
Tel: 0303 123 1113