

## National Clinical Audit of Psychosis Early Intervention in Psychosis audit 2020/2021 privacy notice

### *Summary version:*

We collect information which includes details such as age, sex and ethnicity from NHS services (England and Wales) and HSE services (Ireland) to help us to report on the quality of care these services provide.

We make sure that all our reporting is anonymised – we publish nothing about individuals or any detail that can identify you in any way.

We do **not** allow any unauthorised access to the data or share information for marketing purposes.

We do **not** collect any information we do not need.

We do **not** keep the information for any longer than is necessary.

### *Full version:*

#### What is NCAP?

NCAP is the [National Clinical Audit of Psychosis](#). In 2020/21 this audit programme is collecting **information on the care received by people with first episode psychosis** in **Early Intervention in Psychosis Teams** (EIP services) and **Children and Young People's Mental Health** (CYPMH) services. We **report on the quality of care and treatment** they provided and **make recommendations for how to improve**.

#### What information is collected?

NCAP collects information about **the different treatments and interventions delivered** to people with first episode psychosis. This means therapies or medications, advice or help offered with physical health, e.g. to stop smoking, and other advice or help like work or education programmes.

We also collect **some information** about the people using the services, for example age, sex, ethnicity, but not personal information which can identify you such as your name or date of birth.

#### What is this notice about?

This notice **explains what information we hold** about you, **what it is used for** and **how it is kept safe**. It also tells you **what to do if you don't want us to hold this information**.

In this notice, you will see different names or terms used that you may not be familiar with such as:

**Clinical audit, or audit programme:** This means collecting and reporting on data from healthcare organisations to demonstrate how well they are performing and to identify ways that they can improve

**Data Controller:** The organisation in charge of the information we collect. In Ireland, this is the Health Services Executive.

**Data processor:** This organisation processes information for the data controller. The Royal College of Psychiatrists is the data processor for this audit programme. We also work with other organisations to process and keep the data secure:

The data processors we use are:

- Software providers/hosts for databases which hold the data (Formic);
- Hosting partner which provides the secure virtual datacentre (Microsoft);
- Statisticians who may carry out detailed analysis of sections of data, from which all personal information has been removed

These processors cannot do anything with the information unless we have instructed them to do it, nor can they share your data with any other organisation.

**Data protection officer (DPO):** This person makes sure we do everything the law says.

The Royal College of Psychiatrists DPO can be contacted at [DataProtection@rcpsych.ac.uk](mailto:DataProtection@rcpsych.ac.uk)

**Personal data:** This means any information that can be used to identify someone (such as date of birth). We are not collecting these details from services in Ireland.

#### What information is collected?

We collect:

- **Contact details for services**, including staff named as audit contacts
- **Demographic data** including age, sex, ethnicity;
- **Care data** including interventions received (e.g. medication, psychological therapies), processes of care;
- **Outcome data** (information showing the results of care)

Data that does not identify the individual is retained **for as long as the audit runs** and **for five years after it is completed**.

#### What happens to the information we collect?

We use the information to look at **how well services are performing** and **what treatments and therapies are provided in different parts of the country**. We **publish reports** about this showing national and local data. The reports contain anonymised data (e.g. "9 out of 10 patients had an appointment within 2 weeks") and **do not contain any information about individuals**.

We will only use your information to compare and report on services. We will never share any information with any third parties for marketing purposes.

#### Who looks after your information?

The data is kept in **secure data centres which comply with regulations** (ISO 27001 security standards). We also **comply with all data protection law** and have legal contracts with anyone processing the data to make sure that they do this.

Only staff members working on the audit and data processors under contract have any access to your data. All data files are ***password-protected*** and ***stored in restricted areas***.

#### Legal basis for processing

This is permitted under ***Article 6(1)(e) of the General Data Protection Regulation (GDPR)*** which allows for the processing of data where this is carried out in the public interest or to carry out government functions authorised by Acts of Parliament. This authority is delegated to our joint data controllers, HQIP and NHS England.

#### **Complaints or queries**

The College takes any personal data complaints very seriously.

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

***If you want to make a complaint about the way we have processed your personal information 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 Waterlane Wilmslow Cheshire SK9 5AF

Website: <http://www.ico.org.uk/>