

The NCCMH Advancing Mental Health Equality Collaborative Privacy Notice

The Royal College of Psychiatrists' (the College) National Collaborating Centre for Mental Health (NCCMH) runs several projects which aim to enable the delivery of high-quality, equitable mental health care.

The NCCMH projects involve working with individuals, individual services within an NHS Trust 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

The Advancing Mental Health Equality Collaborative

The NCCMH are running the Advancing Mental Health Equality (AMHE) collaborative, a quality improvement collaborative aimed at supporting mental health care providers to reduce mental health inequalities in their local areas. Participating organisations will receive support to implement the AMHE resource, a toolkit which outlines comprehensive and practical steps for commissioners and service providers to reduce inequalities in an achievable and measurable way, using a tried and tested quality improvement methodology.

Information used by NCCMH for the AMHE Collaborative

Information will be submitted to the NCCMH from organisations throughout the UK who are participating in the AMHE collaborative. All of this information is collected specifically for their participation in the project.

The following information is collected:

- Application documents - Personal identifiable data via email
- Information relating to the progress the organisation is making with their work for the collaborative.

What information do we ask for, and why?

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 to either maintain a record of you and to contact you, or for the purpose of assessing progress and implementing actions to support with the work.

We process:

- Project participant information such as name, role, contact information and organisation, to enable contact and mailing activities.
- Information relating to progress with the work and used as a basis for the AMHE project team and the AMHE Expert Reference Group to provide support, expert input, advice and guidance.
- Information related to pre-determined milestones and used by the Project team to track, assess and measure progress with the work.

The following actions will be implemented to maintain confidentiality and adhere to GDPR and the College data protection principles:

Application Form and Contact/Mailing list

1. Participants are invited to complete application form which contains personal data and send back to project manager via MS forms.
2. Application forms will be stored electronically to a secure file location with limited staff access.
3. A database of participants will be created from the applications to support project management activities. This will be saved on a secure file location on SharePoint with limited staff access.
4. At the end of the project the application forms and database of participants will be destroyed.
5. There will be no paper or hard copy documents to store.

Project Update/Highlight Reports

1. Quarterly project update reports will be compiled by the NCCMH Project Manager and the NCCMH Quality Improvement Coaches and will include a written update on each team's progress with the work.
2. The reports will be saved electronically to a secure file location on SharePoint with limited staff access.
3. The reports will be shared verbally and by email with key stakeholders to include:
 - a. The AMHE project team
 - b. Members of the College Equality Taskforce Team
 - c. Members of the AMHE Expert Reference Group
 - d. Members of the AMHE Expert Advisory Group.
4. There will be a requirement for the AMHE Expert Reference Group and the AMHE Expert Advisory Group to adhere to a confidentiality agreement which prohibits the disclosure or sharing of any confidential information gained through participation in the project.

Project Tracker

1. A tracking spreadsheet will be updated monthly by the NCCMH Quality Improvement Coaches to measure organisations' progress against pre-determined milestones.
2. The spreadsheet will be shared within the AMHE project team and stored electronically to a secure file location on SharePoint with limited staff access.

General Information

- 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.
- The projects will not share any of the information provided to us with any third parties for marketing purposes.
- All the data is accessible only to staff members working on the individual project and data processors by approval.
- All data is held within the NCCMH restricted areas in electronic format only.
- We will use the staff contact details at the NHS Trust or organisation provided to us at registration to contact you and in connection with ongoing relationship with the relevant project.

How long is the information retained for?

- All information containing personal identifiable information will be destroyed at the end of the project.
- If you wish to learn more about this retention period, please contact us using the details below.

Legal basis for processing

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

Confidentiality

The information received and managed by the project teams is treated as confidential.

Your rights

Under the Data Protection Act 1998, and incoming General Data Protection Regulation (GDPR) you have rights as an individual which 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 AMHE Collaborative participants can choose to opt-out of the project at any time.

For more information about how to opt-out, please contact the AMHE project manager:

AMHE@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 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/>

Tel: 0303 123 1113