The NCCMH Diversity Project 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 Diversity Project

The NCCMH has been commissioned by the Tavistock and Portman NHS Foundation Trust (the Commissioners) to undertake research as part of The Diversity Project. This work will examine the representation of protected characteristics within the NHS mental health workforce.

Information used by NCCMH for the Diversity Project

Information will be submitted to the NCCMH from health workers within the NHS in England who have consented to participating in the Diversity Project. All of this information is collected specifically for their participation in the project.

Security and confidentiality maintained through the use of passwords and registration processes.

The following information is collected:

- Application documents - Personal identifiable data via email
- Focus Groups and telephone questionnaires – recorded conversations via MS Teams
- Surveys via MS Forms

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 eligibility to participate in the Diversity Project, or to provide data for research purposes.

We process:

- Project participant information such as name, age, gender, ethnicity, information related to reasons for participation
- Feedback on participants’ experiences of career progression, CPD and mandatory training opportunities;

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

Application Form
1. Participants are invited to complete application form which contains personal data and send back to project manager via email.
2. Application forms will be encrypted and saved electronically to a secure file location on SharePoint with limited staff access.
3. An encrypted database of participants and protected characteristics will be created from the applications to support targeted research activities. This will be saved on a secure file location 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.

Focus groups

1. All participants outside of the NCCMH project team are required to adhere to a confidentiality agreement
2. Conversations will be recorded by the internal NCCMH project 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 project 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.

Telephone Questionnaires

1. Participants’ conversations will be recorded using Microsoft Teams.
2. Recordings will be transcribed anonymously by the project researchers and then the recording deleted.
3. The anonymous transcription will be saved in a secure location.
4. The findings will be thematically analysed by the project research team and shared as part of the final research report.

- 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 restricted areas, is password protected and encrypted.
- The Diversity project team will produce reports on the aggregated data for the Commissioners at specific points during the project.
- All data contained in these reports is anonymised.
NCCMH projects may also publish anonymised data on its website and in appropriate scientific journals.

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.
- All anonymised data for the Diversity Project 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 Diversity project processes data with consent from the individual providing the data.

**Confidentiality**

The information received and managed by the project teams is treated as confidential. The project teams 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 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 Diversity 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 Christie Roman christie.roman@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/](http://www.ico.org.uk/)