

Children's Integrated Services

Targeted Citywide CAMHS and SHARP

PRIVACY NOTICE and CONSENT FORM

Nottingham City's CAMHS and SHARP services provide an emotional and mental health service, care and treatment to children and young people aged 0-18



We will use the information provided by you for providing an emotional and mental health service, care and treatment to children and young people aged 0-18 years referred into the Emotional and Mental Health pathway of Nottingham City Council integrated Children's Services (BEMH pathway). The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. The information provided by you includes the following special categories of personal data including:

- Religious beliefs or philosophical beliefs
- Trade union membership
- Genetic data
- Sexual life
- Criminal record
- Prosecutions
- Medical data

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the General Data Protection Regulation 2016/679 Data Protection Act 2018.

You are not obliged by law to give the above information but you may need to provide this information in order to receive effective treatment. The information that you have provided will be kept for 75 years. Some information relating to adoptions may be kept up to 100 years.

Information discussed in any CAMHS/SHARP appointment will be kept confidential and will only be shared within the CAMH Service and within Early Help Services in Nottingham City Council. However, if your CAMHS worker becomes aware that you or another person may be at risk of serious harm/not safe, or you need additional support from another service, they will need to share information with other services outside of the Early Help Services, all of whom are listed on Nottingham City Council's internet.

Any information/records gathered about you/your family during your work with us will be saved on a secure database called Liquid Logic, (Protocol), which can be viewed by other professionals within Nottingham City Council Children and the Adults Directorate when they have a lawful reason to do so.

The records of therapeutic sessions are kept in a confidential space on our data system and are only accessed by the CAMHS professionals working within the CAMHS citywide service, unless we have a lawful reason to release these, as stated in the above privacy notice. Where possible your CAMHS worker will discuss this with you first.

If you are a young person under the age of 18 years old, and are consenting to your own treatment and support, we may need to share information with your parent(s)/carer(s). Where possible this will be discussed with you first.

More detailed Information about the ways your information can be shared can be found at <http://documents.nottinghamcity.gov.uk/download/5939>

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG . The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or at data.protectionofficer@nottinghamcity.gov.uk

The new data protection law known as the General Data Protection Regulation and provides information regarding your rights. To see your rights, please visit <http://www.nottinghamcity.gov.uk/privacy-statement> and view subheading 'What are your Rights'.

If you are unhappy with a decision regarding the handling of your data, you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Also see the Information Commissioners website at <https://ico.org.uk/your-data-matters/>

For more information about these rights please refer to our detailed privacy statement at <http://www.nottinghamcity.gov.uk/privacy-statement/>



Targeted CAMHS/SHARP Consent Form for Parent/Carer(s) or Young Person

You have the right to choose to work with the Nottingham City Council's Targeted CAMHS Citywide Service/SHARP Service. Therefore this form asks you to sign to state and agree that you consent to work with us so we can offer you the appropriate support. You may withdraw your consent to work with us at any time by contacting Glenbrook Management Centre on 0115 8764000 and asking to speak with a CAMHS Manager. By signing below, you are agreeing to work with us so we can provide the appropriate support. If you are a young person under the age of 18 years old, and are consenting to your own treatment and support, we may need to share information with your parent(s)/carer(s), as per privacy notice. Where possible this will be discussed with you first.

Child / Young Person Name:

Signature: _____

Date: _____

Date of Birth _____

Parent(s) / Carer(s) (or CAMHS worker if parent/carer not present): _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

