



Privacy notice:

CAMHR Theme 1 Work Package 1: Mapping addiction and specialist mental health services for young people in the Humber and North Yorkshire ICB area (T1.1 Service Mapping)

This privacy notice is for the above project.

This work seeks to establish what support is available in the Humber and North Yorkshire Integrated Care Board area for young people (≤ 18 years) experiencing Substance Use and Mental Health Problems (SU&MHP). We will conduct desk-based searches to identify what services offering either mental health or addiction services or both to young people are available across Humber and North Yorkshire. We will contact professionals in each identified service and ask them to complete a survey (in person, via telephone or online depending on preference) with a researcher. A snowballing approach will help identify additional services for participation. Surveys will last approximately 20 to 30 minutes, comprise both open and closed questions and will collect information across 4 domains: (i) service characteristics (e.g. service location, sector, referral figures, etc.), (ii) service user characteristics (e.g. age, ethnicity, support needs, etc.) (iii) service provider characteristics (e.g. roles, staff numbers, caseload sizes, etc.) and (iv) the support provided (e.g. support types, delivery mode and frequency, etc.). Responses will be entered directly into Qualtrics by a researcher. Surveys will not request any personal information.

Full information on the project and what is involved for participants can be found in the Participant Information Sheet.

Who is involved in the delivery of the project?

Centre for Addiction and Mental Health Research (CAMHR) at the University of Hull (UoH) are working in collaboration with Hull Health Trials Unit and the University of York (UoY) to deliver this project.

- The sponsor of the project is University of Hull
- The Data Controller is University of Hull
- The Data Processor is University of York

What personal data are we using?

This project requires the following information to meet the objectives of the project:

- Name, email address and phone number of service professionals.

How will we look after participants data?

The participants data will be managed and stored by HHTU using BOX Governance file storage system. BOX has a high level of security, and all data is stored within the EU. Only staff working on this project will have access to participants' data. Staff have individual logins and all activity is logged.

CAMHR falls under HHTU. HHTU has a Data Security and Protection Toolkit (DSP) (EE133824-HHTU) which provides assurance that we are practicing good data security and that personal data is handled correctly. More information about the DSP can be found here:

<https://www.dsptoolkit.nhs.uk/OrganisationSearch/EE133824-HHTU>.

Who has access to the data?

CAMHR staff at UoH, working on this project, will have full access to the data collected. In addition, the project sponsor and other regulatory organisations may require access as part of their oversight.

How long will we keep the project data?

In line with project sponsor requirements, personal data will be retained in an archive for 10 years after the project has ended.

Data protection and legal responsibilities

The organisation that collects and processes the information described in this notice is the data controller. This means that it has the core legal responsibility to safeguard the information and ensure it is processed lawfully. The law is set out in the EU General Data Protection Regulation (called "GDPR") and a new UK law, the Data Protection Act 2018. The UoH is data controller and UoY are acting as a data processor.

The data processor for T1 WP1 Service Mapping must:

- Take steps to ensure that the data it processes is accurate and up to date;
- Give participants clear information about its processing of their data, in one or more privacy notices like this one and the participant information sheet (referred to together in this section as a "Privacy Notice");
- Only process the data for specific purposes described in a Privacy Notice, and only share the data with third parties as provided for in a Privacy Notice; and
- Keep the data secure.

The law states that we can only process the participants personal data if the processing meets one of the conditions of processing in GDPR Article 6.

Under the data protection legislation, we need to explain the legal basis for holding participants data, i.e. which of these conditions apply.

For our research project, the following conditions apply:

- Article 6.1 (e) of the GDPR, i.e. our processing is necessary for the performance of a task carried out in the public interest. Research is a task that UoH performs in the public interest, as part of our core function as a university;

What are the participants rights?

Under the data protection laws, the participants have a number of rights in relation to the processing of their data. These are limited by the lawful basis under which we hold their data. The participants' rights are:

- Right to request access to their data as processed by UoH and information about that processing
- Right to rectify any inaccuracies in their data
- Right to place restrictions on our processing of their data

If a participant would like to exercise any of their rights as outlined above, they can contact the DPO using the details given below.

If a participant has any questions or concerns about how their data will be processed within this project, they can contact HHTU in the first instance:

- Email: hhtuenquiries@hyms.ac.uk
- Telephone: 01482 463444
- Address: 3rd Floor, Allam Medical Building, University of Hull, Hull, HU6 7RX

If a participant would like further information, they can contact the University of Hull, Data Protection Officer (DPO):

- Email: dataprotection@hull.ac.uk
- Telephone: 01482 466594
- Address: University of Hull, Cottingham Road, Hull, HU6 7RX

We will always aim to respond clearly and fully to any concerns participants have about our processing and requests to exercise the rights set out above. However, if a participant has concerns about our data processing or consider that we have failed to comply with the data protection legislation, then they have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

Online reporting: <https://ico.org.uk/concerns/>

Email: casework@ico.org.uk

Tel: 0303 123 1113

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF