

Privacy Notice for: Children and Young People's Improving Access to Psychological Therapies (IAPT) – 0 to 5's Services

Delivered by Start Well Service, Bolton Council
and Children and Young People's Health and
Wellbeing Service, Bolton NHS Foundation Trust

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Children and Young People's Improving Access to Psychological Therapies (IAPT) – 0 to 5's Services

Our core data protection obligations and commitments are set out in the council's **primary privacy notice at www.bolton.gov.uk**.

This notice provides additional privacy information for:

- People accessing Psychological Therapies 0-5's Services including:
 - Incredible Years Parenting Programmes; and
 - Video Interactive Guidance
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you:

- In relation to Psychological Therapies 0-5's Services; and
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the services used.

Purposes

Bolton Start Well Service (Bolton Council) and Bolton Children and Young People's Health and Wellbeing Service (Bolton NHS Foundation Trust) jointly deliver a range of clinical interventions as part of the Children and Young Peoples 'Increasing Access to Psychological Therapies' (IAPT) including the evidence-based interventions: **Incredible Years** (IY) parent education programme and **Video Interactive Guidance** (VIG).

We collect your personal information for the following purposes:

- To provide assessment, intervention and support for children and families involved in the service.
- Research and analysis which is then used to plan new services and commission new services.
- To ensure staff deliver clinical interventions in line with the programme.
- To support staff supervision and accreditation in the clinical interventions delivered.
- The information used will be necessary and proportionate to enable the service to be delivered.

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details such as name, address, telephone number and date of birth
- Ethnicity and language(s) spoken – special category data
- Religion – special category data

- Criminal convictions and offences – special category data
- Reason for referral – special category data
- Involvement with other services – special category data
- Health – special category data
- Sexual orientation – special category data

More specifically, we may collect and hold:

- Information that other organisations (such as health or schools) tell us to help us understand your situation and needs and co-ordinate your care services more effectively;
- Assessment information relating to the child focused on child development;
- Assessment information relating to the parent-child attachment/interaction; mental health; and parent confidence;
- Evaluation of intervention (completed by parent/practitioners);
- Home practice paperwork;
- Attendance information and notes of any visits or contact you have made or we have made with you;
- Video images/recordings of persons participating in the clinical interventions.

Legal basis for processing

The legal basis for processing your personal information is:

- The lawful basis for holding your personal data is ‘Public Task’ as we need the information to carry out our public functions as set out in law, pursuant to our statutory duty in the Children’s Acts 1989/2004 to safeguard and provide support for children.
- The Children and Young People’s Increasing Access to Psychological Interventions (IAPT) for 0-5’s is a preventative service and therefore delivers work at Level 2 of Bolton’s Framework for Action (unless working in collaboration with Social Care at Level 3/4). The legal framework for processing information are set within the [Working Together to Safeguard Children 2018](#).

Information sharing/recipients

We may share and receive personal information about you with the following types of organisations:

- Teams within Bolton Council in order to provide our services to you;
- Health services (e.g. Bolton Foundation Trust, GMMH, Bolton CCG);
- Other Local Authorities;
- Government agencies;
- Greater Manchester Police;
- Organisations involved in the safeguarding and support of children and families e.g. early education settings, schools and NHS organisations;
- Organisations we may commission to do business on our behalf; and
- Organisations commissioned to accredit our staff in delivering our services.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention and there is no automated decision making.

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements and in line with the council's data retention policies.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.