

Student records

Student Privacy Notice



There are new laws called the Data Protection Act 2018 and the General Data Protection Regulation. It says we must tell you more about how we use your information.



Please read this form and complete the section at the end.



If you have any questions please talk to staff or call or email me

Susan Turner
Information Governance Manager

Telephone: 01342 832243 ext. 286

Email: sturner@youngepilepsy.org.uk



Data Protection Statement

Young Epilepsy applies the Data Protection Act 2018 and the General Data Protection Regulation.



This means we only use information:



1. Fairly, lawfully and openly;



2. For the reason given when got your information;

3. That is necessary, adequate and relevant;



4. That is accurate;



5. For no longer than we need to;



6. In a secure way.

Young Epilepsy is also responsible for ensuring we meet the law.



We keep information on computer and on paper.



We keep your information confidential. We only let people see your information if they need to see it for a good reason.



Your information will not go outside the UK without asking you.



We keep your information secure.

For example:



We use passwords on computers



Offices and filing cabinets have locks and swipe card access



Train staff so that they know how to do this.

Young Epilepsy is registered with the Information Commissioner's Office, who is responsible for Data Protection. Our registration number is Z5611618.



Rights

You have the right to:



- Be told how we use your information (this is explained later);



- See your information;



- Change information that you think is not correct or complete;



- Ask for some of your information to be deleted;



- Restrict how your data is processed; and



- To object to how your information is used



If you want to do any of the above please let staff know. Or send an email to dpo@youngepilepsy.org.uk or call Sue Turner on extension 286.



There are two other rights about computer decision making and moving your information. Young Epilepsy does not do either.



If you are unhappy about how your information is used you can complain to the Information Commissioner's Office by phone on **0303 123 1113** or online <https://ico.org.uk/global/contact-us/>



Caldicott Principles statement

At Young Epilepsy we apply the Caldicott Principles. When we use or share your information, we will:-



Principle 1 Have a reason for doing this



Principle 2 Only do this if it is necessary



Principle 3 Use the minimum amount of information



Principle 4 Only share with people who need-to-know



Principle 5 Make sure staff understand their responsibilities



Principle 6 Understand and comply with the law



Principle 7 Understand that sharing can be as important keeping information confidential



Privacy notice changes



This form may change. It is on our website. You should look at it to make sure you are happy with the changes.

Young Epilepsy

Student Data Protection consent forms



Dear Student



Young Epilepsy keeps a lot of information about you. We keep this information on computer and in paper files.

It includes written papers, photographs and videos.

We need your consent to keep and use this information about you in the following areas:-

1. Student records
2. Use of student information by Young Epilepsy
3. Passing on student information
4. Passing information on to students, parents & other people
5. Publicity and promotion



There is more information on these over the page.



Please read and complete these forms.

If you have any questions please talk to staff or call or email me
You can telephone or email me to ask questions.

Kind regards

Susan Turner

Information Governance Manager

N.B. If you change your mind later please let me know

Please see over/

1. Student records



Type of information

Young Epilepsy keeps this information about you:-



- Personal details

For example: Your name, address, date of birth



- Information from school or college

For example: Your Annual Review or work you have done in class



- Medical, therapy, psychology and health information

For example: Information about the medication you take or times when you have seen a nurse, doctor or therapist



- Safeguarding information

For example: Information about an incident or injury you may have had



- Information from the house you live on

For example: What you do when you are on the house or the clubs you go to in the evening



Some of the information may be a mix of all of the above

For example: Your Education & Health Care Plans and Annual reviews contain all of the above information.



We keep this information on computer and in paper files. We also keep photographs, videos and EEG recordings.



Family information

We keep some information on your family because it helps us look after you.

For example: Knowing about your parents' health can help us understand why you are unwell

What we use this information for.



- To provide you with the most effective and efficient care and treatment

For example: Looking at treatment you have already had lets us work out what is best for you



- To keep a record of your care and treatment
For example: Day journals, seizure charts and medication records.

- To monitor your progress and development.
For example: Videos, photographs and EEGs help us to record if you are improving



- To obtain qualifications or other attainments.
For example: So you can get an NVQ



Where we get your information from

Some of your information comes from our staff. Some may be from other people or organisations who know you.



We will ask these people for information about you:-



- You;



- Your parents, family and friends;



- Previous homes or schools you have been to;



- The organisation who pays for you to be here;
For example: Your council or the NHS



- The person or organisation who thought you should come here;
For example: Your social worker, doctor or council.



- Local service providers;
For example: The therapists and Child & Adolescent Mental Health Services team who you see at home.



- Other people who look after your health;
For example: The GP, doctor or nurse you see at home or at another hospital.



- The people or organisations listed on your Application form.

We may get this information before you join Young Epilepsy or while you are here.



Sharing your information.

Sharing information helps everyone who knows you understand your needs better



Regular sharing

We may share information, such as letters, reports and updates about you with:-



- The professionals who work for the organisation(s) that pay for you to be here;



- Your Social Worker;



- Other people who look after your health;



- Your local service providers




- Your parents or your guardian or carer



If we want to share your information with anyone else we will ask you.



Looking at your information

 Young Epilepsy is inspected to make sure you have the best possible care and treatment. To do this the inspectors will look at your records.



For example: Ofsted or CQC inspectors



Sometimes if there has been a complaint or issue we ask someone else to investigate. This person may look at your information.



The law

The law says that we must share your information.



For example: If we are worried about your safety we have to tell the local council, your social worker and sometimes the police.



Also, when you leave Young Epilepsy we have to give your new placement provider a summary of your safeguarding history.



If you are a Looked After Child we have to give your new placement provider your Care Plan, Personal Education Plan and the minutes of LAC meetings.



Using other computer programmes

We use some computer programmes that we do not own. To use them we have to give the companies who own the programmes information about you.



They can only use your information in ways we have agreed to.

They may use your information for specific reasons, such as for security or research. Where they do this, it does not have your name on, or anything that tells who you are.



For example: -

In School and College we use a programme called Earwig Academic Reporting Limited (EARL) to record and assess your progress. To do this we have to give EARL some information about you.



This is becoming more common. If you want to know what programmes we use please contact the Data Protection Officer.



Keeping your information



To decide how long to keep your information for, we have looked at the law, regulations, guidance and asked for a lawyer for a legal opinion.



How long we keep your information for is based on if you have lived on a Children's Home and if you understand your legal rights when you leave us.



1. If you have lived on a children's home

Your information will be kept until you are 75 years old.

If you don't know if you have lived on a children's home ask staff and they will tell you.

This is the law under the Children's Homes (England) Regulations 2015.



2. If you lack capacity when you leave Young Epilepsy

Your information will be kept until you are 75 years old

This is because if you do not have capacity you do not know your legal rights.



3. If you have not lived on a children's home and have capacity

Your records will be kept for 30 years after you leave Young Epilepsy.

This is recommended by the NHS Code of Practice for Health & Social Care records



If you want more information about how long we keep your information for, ask staff and they will show you.

**CCTV cameras**

There are some cameras on campus. There are signs where they are being used. They are used to keep the campus secure.

All CCTV usage is approved by the Chief Executive.



Recordings are kept for seven days. They may be kept for longer if there is an incident.

CCTV in bedrooms

If you need CCTV cameras in your bedroom we will ask your consent. This may be because if you have sleep apnoea or seizures that are difficult to hear.

Assessment & Rehabilitation Unit

There are cameras in the Assessment & Rehabilitation Unit. This is so that staff can see students without disturbing them

**Information without your name on**

We do use your information for research, but we make sure it does not have your name on, or anything that tells who you are.

**Student consent**

Yes, my information can be kept, used and shared in the ways detailed above.



No, my information cannot be kept, used and shared in the ways detailed above.

If you have ticked 'No', please say why and any changes you want made in this box:-



Signature: - _____



Date: - _____



Name: - _____