

## Pan-Dorset Drug & Alcohol Services Privacy Notice

Local councils and drug and alcohol treatment agencies work together in partnership to provide drug and alcohol services across Dorset. If you receive drug and alcohol services in the Dorset area, including Bournemouth and Poole, personal information will be held about you on a Dorset-wide case management system. Any treatment provider will be able to see if you are receiving, or have received, drug and alcohol services in Dorset if it is appropriate for them to do so. We will also use your information for research and service planning purposes. Anonymised data is used by local authorities for research & service planning purposes.

Your personal information will be used, processed and shared lawfully, so we can provide the necessary drug and alcohol services to you, so we can protect your, and others interests and so we can adequately manage the treatment system and services. The lawful basis for processing your personal data will take place under the General Data Protection Regulation specific purpose of Vital Interests or Public Task. Any processing of special category (sensitive) information is necessary for the provision of health and social care treatment and for protecting public health. The legislation that allows us to hold and use your information includes the Data Protection Act 2018, Health & Social Care Act 2012, the Care Act 2014, the NHS Act 2006, and the Children Act 2004. We also take into account the Caldicott Principles.

In some circumstances your information may be shared with other agencies. We have agreements in place to make sure these organisations comply with Data Protection legislation. These other agencies could include Social Care Services, Housing Services, your GP, Hospitals and Criminal Justice Services (this may include police, courts, prison, probation) and others as required. On some occasions, we have a legal duty to provide personal information to other organisations. Some examples of these circumstances are protecting children, preventing serious harm to you or to other people, or the detection or prevention of crime.

Personal information we hold about you will be held safely and securely. We will hold your personal information in the case management system for 8 years after you leave and then we will delete it. You can ask to see the personal information we hold about you. If you think any of the information we hold is factually wrong, out of date or missing, you can ask us to change our records. If you want to know more about this or think that the information we hold about you is inaccurate, please speak to your key worker or care co-ordinator.

If you have a concern about how we are using your information, we would ask you to contact us in the first instance using the addresses below:

Bournemouth Drug & Alcohol Commissioner  
Bournemouth Borough Council  
Town Hall  
Bournemouth  
BH2 6DY

Dorset & Poole Drug & Alcohol Commissioner  
Public Health Dorset (Dorset County Council)  
Princes House  
Princes Street  
DorchesterDT1 1TP

Further information and details of how to request to see the information we hold about you can be found at:-

Bournemouth Borough Council - <https://www.bournemouth.gov.uk/Privacy/PrivacyStatement.aspx>

Borough of Poole - <https://www.poole.gov.uk/about-poolegovuk/privacy-notice/>

Dorset County Council - <https://www.dorsetforyou.gov.uk/your-council/about-your-council/data-protection.aspx>

Our Data Protection Officers are:

Bournemouth & Poole - Vivien Bateman email: [information.governance@bournemouth.gov.uk](mailto:information.governance@bournemouth.gov.uk)

Dorset – email: [data.protection@dorsetcc.gov.uk](mailto:data.protection@dorsetcc.gov.uk)

For Drug & Alcohol Services:

Addaction Drug & Alcohol Services - <https://www.addaction.org.uk/privacy-notice>

AWP Drug & Alcohol Services - <http://www.awp.nhs.uk/media/921401/service-user-fair-processing-notice.pdf>

EDAS Drug & Alcohol Services - <https://www.edasuk.org/footer-links/privacy>

REACH Drug & Alcohol Services - <https://www.edp.org.uk/privacy-notice/>

For further information about Information Rights Legislation, please contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) or by telephone 0303 123 1113

## Consent to Public Health England National Drug Treatment Monitoring System (NDTMS)

NDTMS is the National Drug and alcohol Treatment Monitoring System. It is used by Public Health England to collect information about drug and alcohol treatment in England. If you consent, your treatment service will share some of your treatment information with NDTMS.

Public Health England (PHE) collects some personal information about people in treatment including your initials, date of birth, gender, a clinic or national prison ID number unique to you, the local authority area in which they live and the first part of your postcode. This reduces the risk of you being counted twice. This information is only shared with PHE if the people using treatment services agree and PHE never contact service users:

- your full name and address are NOT passed on to PHE
- no identifiable information held on NDTMS is passed on to the police or any other organisation
- your information is held on NDTMS to support ongoing trend and other research analysis

The information is used to understand how many people are using these treatment services, how good the services are at helping people with substance misuse issues, to help improve them and produce statistics and research about drug and alcohol use and treatment. PHE never publish NDTMS information that could be used to identify individuals.

The security of the data you provide to NDTMS is of utmost importance and PHE staff are bound by law to protect the confidentiality of the information they collect and use. The personal information held is kept to a minimum and PHE makes sure that staff can only see the information that is required to do their job.

Some information from NDTMS is cross referenced with data from other government departments and reports are sent back to them so that they can monitor the effectiveness of the national drug and alcohol strategies. Any data matching with other government departments is undertaken by PHE. At no point is your personal information shared with the police or any other organisation. In addition, sometimes you may be seen by more than one agency and to assist with treatment outcomes profiles (TOP), NDTMS may share TOP information about you between the agencies from which you may have received treatment.

If you do not want information about you to be passed on to NDTMS then you have the right to say this and/or ask for your treatment information at your current service to be removed. This will not have any impact on the treatment you receive. You can ask your service or your keyworker for a copy of the NDTMS patient information leaflet for more information.

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I consent to share my data with Public Health England National Drug Treatment Monitoring System for the purposes set out above.

Service user name:

Service user signature:

Date:

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