

## Privacy Notice

Welcome to Leeds Community Healthcare NHS privacy notice. We respect your privacy and are committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

### Our services:

#### Adult Nutrition and Dietetic Service

Our Adult Nutrition and Dietetic Service is a city wide service supporting adults (16 years and older) with a wide range of nutrition and health problems. On referral, the service will offer a consultation at a local clinic or if needed a home visit (including care homes). The service also provides education groups for cardiac and respiratory problems as these are shown to be effective in supporting people to improve their lifestyles.

#### Purpose of processing

Leeds Community Healthcare (LCH) through the Adult Dietetic Service work with individuals to identify the changes that are needed and support the person and any carers by providing practical and accurate information. This requires the processing of patient data. The reasons for processing patient data are:

- To provide general advice to the public/health professionals around nutrition and hydration
- To have contact and next of kin information for staff in case of an emergency
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record

#### Source of data:

- Other health professionals
- SystmOne (LCH's system that holds patients record)
- Directly from Patient

### **Categories of recipient**

- Patient
- Dietetics Service
- Health professionals

### **Categories of Personal Data**

- Demographics
- NHS Number
- Clinical details
- Appointment details

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Child and Adolescent Mental Health Service (CAMHS)**

CAMHS is a specialist mental health service for children and young people. Our staff are highly trained in a range of different assessment techniques and evidence based therapies.

### **Purpose of processing**

Leeds Community Healthcare through the CAMHS Service work closely in teams so that we can offer services tailored to the needs of the children, young people and families we see. This requires the processing of patient data. The reasons for processing patient data are:

- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record
- Referrals
- Patient correspondence

### **Source of data**

- Other health Professionals
- The Police
- SystemOne (LCH's system that holds patients record)
- Directly from Patient

### **Categories of recipient**

- Patient
- CAMHS service
- Health professionals

### **Categories of Personal Data**

- Name
- Date of birth
- NHS Number
- Ethnicity
- Address
- Primary carer/contact details
- Siblings (names and ages)
- GP details
- Referrers details

- School attended
- Clinical details
- Risks
- Demographics
- Gender
- Primary carer/contact details
- Siblings (names and ages)
- Assessment referral
- Pseudonymised data

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## **Cardiac Service**

The cardiac service provides specialist care, education and support for adult patients who are registered with a Leeds GP who have the following heart conditions:

- Diagnosis of a heart attack (myocardial infarction)
- Patients who have had heart bypass surgery or valve replacement
- Patients who have had percutaneous coronary intervention (PCI), sometimes known as an angioplasty
- Patients with a diagnosis of heart failure

Our service covers two main areas of care: Management of heart failure and Cardiac Rehabilitation. The service is provided at home (if the patient is housebound) or in a clinic setting. The number of contacts offered is based on individual need of the patient.

## **Purpose of processing**

Leeds Community Healthcare (LCH) through the Cardiac Service provides an excellent Cardiac Service across the city of Leeds in partnership with the Primary Care GP services, and the Leeds Teaching Hospitals Trust. This requires the processing of patient data. The reasons for processing patient data are:

- Operational team management
- To be able to effectively provide treatment to the patient
- Patient monitoring of long term condition allowing clinical access to real-time data
- Patient referral
- To maintain an accurate clinical record

## **Source of data**

- NHS mail
- Post
- SystmOne (LCH's patient management system)

## **Categories of recipient**

- Patient
- Cardiac service
- Health professionals

## **Categories of Personal Data**

- Demographics
- NHS Number
- Clinical details
- Phone number

## **Legal basis of processing**

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## **Community Intravenous Antibiotic Service (CIVAS)**

CIVAS is an established community nursing team in Leeds that provides intravenous therapy for housebound patients within their own homes and within a community clinic setting, as an alternative to an extended stay in hospital. The CIVAS team aim to facilitate early hospital discharge for patients who are medically fit but require an extended course of intravenous antibiotic therapy. The overall aim of the service is to improve patient experience, choice, wellbeing and quality of life.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through CIVAS works with hospital based clinical nurses, Infectious Disease consultants, microbiologists and specialist pharmacists to provide a Multidisciplinary approach to care. This requires the processing of patient data. The reasons for processing patient data are:

- Central Storage of electronic files
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record
- Collation of anonymised FFT information to ensure accuracy of data collection

### **Source of data**

- NHS mail
- SystmOne (LCH's patient management system)
- Other healthcare professionals
- Directly from patient

### **Categories of recipient**

- Patient
- CIVAS
- Health professionals

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB

- Treatment plan
- Clinical data
- HIV status

### **Legal basis of processing**

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## **Community Dental Service**

The Community Dental Service (CDS) provides NHS dental care for children and adults who have dental treatment needs which cannot be met in a general dental practice. The majority of our patients have physical, sensory, intellectual, mental, medical, emotional or social impairment, or more often a combination of these factors.

### **Purpose of processing**

Leeds Community Healthcare through the community dental service meets the individual treatment needs of each patient by providing personalised care plans and oral health education as well as general anaesthetic and sedation services. This requires the processing of patient data. The reasons for processing patient data are:

- To maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Construction of prosthesis & Models
- To ensure accurate management and running of the service

### **Source of data**

- Other Health professional referral
- SOE
- Staff
- NHS mail

### **Categories of recipient**

- Community dental service
- Q drive
- Patient or carer/nominated person
- Patient clinical paper/electronic record
- NHS BSA
- Other health care provider

### **Categories of Personal Data**

- Patients Name
- DOB
- Age
- NHS number

- Address
- NI number
- Carer details
- Clinical Details
- GP details
- Referrer details: Telephone numbers, Postcode, Medical information

### **Legal basis of processing**

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## **Community Paediatrics**

The Community Paediatric team is part of the Integrated Children's Additional Needs (ICAN) Service.

Referrals are accepted from health professionals for children who meet certain criteria. For a list of these criteria, please [click here](#)

### **Purpose of processing**

The purpose of processing patient data is to be able to effectively provide treatment to the patient, to maintain an accurate clinical record and for processing referrals received; which would also produce medical reports.

### **Source of data:**

The source of the personal data is contained in referrals received from:

- Leeds general infirmary
- GP practice
- Social care

### **Categories of recipients**

Medical outcome reports are shared with other health professionals involved in patient care

### **Categories of Personal Data**

Patient Name

NHS Number

Address

Phone number

Date of birth

Clinical data

## Legal basis of processing

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## **Children's Speech and Language Therapy (CSLT) Service**

The Leeds Children's Speech and Language Therapy service supports children and young people aged 0-19 years old, and up to age 25 in special circumstances (ie has Complex Needs requiring an EHCP) who have speech, language and communication difficulties. To access the service clients must have either a Leeds postcode, Leeds GP or pay their Council Tax to Leeds City Council.

The main focus of our work is to help young people develop the best possible communication skills they can in light of their difficulties. For some, this might be spoken communication but for others it might be learning to use communication aids or a signs / symbols / gestures approach.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through the CSLT service usually works in partnership with others to help a child or young person to manage and develop their communication skills. This often means working with parents (and other family members), teachers, support assistants, respite staff, childcare workers or anybody that the child/young person has regular contact or support from. This requires the processing of patient data. The reasons for processing patient data are:

- Referrals
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record
- For collection of clinical and non-clinical data
- Document service level agreements

### **Source of data**

- SystmOne (LCH's patient management system)
- Education professionals
- Healthcare professionals
- Parent
- Email
- Post

### **Categories of recipient**

- Health professional
- CSLT service
- Education professional (school or nursery)

### **Categories of Personal Data**

- Patient name
- NHS Number
- Address
- DOB
- Telephone Number
- Clinical data
- Safeguarding information

### **Legal basis of processing**

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## **Diabetes Service**

We see people with complicated Type II diabetes to offer them and their GP support in dealing with diabetes and its complications.

The service is based in a number of health centers across Leeds so patients can access care close to their home.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through the diabetes work with patients to come up with a plan to help them manage their diabetes. This requires the processing of patient data. The reasons for processing patient data are:

- Requests by commissioners - to investigate alternatives on S1
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record
- Referrals

### **Source of data:**

- Other healthcare professionals
- Directly from the patient
- SystmOne (LCH's patient management system)

### **Categories of recipient**

- Health professional
- Diabetes service

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Telephone Number
- Clinical data
- Medical history

## Legal basis of processing

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## **Gynaecology Service**

The Community Gynaecology service aims to provide a friendly high quality service for benign gynaecological conditions, providing specialist care in different community settings adhering to the principles of “Care closer to Home”.

We are able to manage the following conditions:

- Menopause and premenstrual syndrome management
- Management of abnormal uterine bleeding
- Vaginal prolapse / urinary incontinence
- Difficult IUD / IUS fit and removals
- Complex contraceptive problems
- Benign vulval disorders
- Sterilisation requests

### **Purpose of processing**

Leeds Community Healthcare through the gynaecology service provides a care service for benign gynaecological conditions. This requires the processing of patient data. The reasons for processing patient data are:

- To maintain accurate clinical records
- Recording of prescriptions given
- To be able to effectively provide treatment to the patient
- Electronic Personnel files

### **Source of data**

- Leeds Teaching Hospitals PAS
- SystmOne (LCH's patient management system)

### **Categories of recipient**

- Gynaecology service
- Patient
- Leeds Teaching Hospitals

### **Categories of Personal Data**

- Patient Name
- NHS Number

- Address
- DOB
- Appointment date

### **Legal basis of processing**

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## **Homeless Admissions Leeds Pathway (HALP) Service**

HALP promote social inclusion, aiming to improve the ability, opportunity and dignity of those who are disadvantaged. We work to facilitate a discharge plan that will help prevent the revolving door of patients going into hospital vulnerable and being discharged with the same level of vulnerability.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through the HALP service provides a care service to support health needs of the patient on discharge and act as an advocate during admission. This requires the processing of patient data. The reasons for processing patient data are:

- To maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Referral
- Discharge

### **Source of data**

- Leeds Care Record and Early Discharge team
- HALP Team

### **Categories of recipient**

- SystmOne (LCH's patient management system)
- Crypt
- Housing options
- Social care services
- GP

### **Categories of Personal Data**

- Patient Name
- NHS Number
- DOB
- Care plan

## Legal basis of processing

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## **Health Case Management Service**

The Health Case Management Service provides timely case management for the population of Leeds (those aged 18 and over) who are eligible for NHS Fast Track and Continuing Healthcare Funding and have a Leeds GP. This includes in hospitals, community beds or in your own home. The team includes Health Case Managers and Health Case Management Assistants who are professionals with health or social care backgrounds and have a wealth of experience in all aspects of health case management.

### **Purpose of processing**

Leeds Community Healthcare through the health case management service assesses your health case management needs by working with you and your families to ensure the services you receive are individual to you. This requires the processing of patient data. The reasons for processing patient data are:

- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Referrals
- To create and manage care plans

### **Source of data:**

- SystmOne (LCH's patient management system)
- Direct from the patient
- CHC
- Health Case Manager

### **Categories of recipient**

- SystmOne (LCH's patient management system)
- Other healthcare services
- Nursing homes
- Patient

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address

- DOB
- Clinical data
- MCA information
- Current location
- Telephone number
- Fast track status.
- Completed care plan
- CHC ID
- Assessment date
- Outcome of Panel

### **Legal basis of processing**

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## **Health Visiting Service**

The Health Visiting service offers support with social, emotional and environmental issues that affect families. Here in Leeds, Health Visitors work as part of Early Start Teams with Children's Centre staff to make the early support, we give to families in their local community, more joined up and focused around your needs. Health Visitors are all trained nurses and have an additional qualification as a specialist practitioner. They all have extensive knowledge about child development and child health, parenting strategies, breast feeding, nutrition, maternal mood, and community support.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through the health visiting service offers support to expectant mothers from before the birth of their child, up to 5 years of age. This requires the processing of patient data. The reasons for processing patient data are:

- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Safeguarding of children

### **Source of data**

- Other healthcare services
- Social Care services
- Other
- Police
- Other healthcare professionals
- 0-19 service (Health Visiting & School Nursing)
- PIP
- SystemOne (LCH's patient management system)
- ESR
- Direct from the patient
- Children's Centre Staff

### **Categories of recipient**

- Health visiting service
- Children Centres
- SPA

- Other healthcare services
- 0-19 Leadership service
- Patient

### **Categories of Personal Data**

- Name
- NHS Number
- Address
- DOB
- Telephone Number
- Clinical data

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## **Improving Access to Psychological Therapies (IAPT) Service**

We provide psychological treatments, sometimes called talking treatments, to help people who are stressed, experiencing low mood (depressed) or are very nervous (anxious). Treatments are delivered across a number of locations in the city and can take place as part of a group, online, or on a one to one basis. IAPT is available to people who are aged 17 or above and registered with a Leeds GP.

### **Purpose of processing**

Leeds Community Healthcare through the IAPT service provides psychological treatments for adults in a range of locations across Leeds. This requires the processing of patient data. The reasons for processing patient data are:

- To support the administration and provision of access to psychological therapies
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record
- To support the direct access process

### **Source of data**

- Direct from patient
- PCMIS
- Other healthcare services
- LCH Website

### **Categories of recipient**

- PCMIS System
- Patient
- Other health professionals
- IAPT service
- NHS Digital (via open Exeter)
- Service partners

### **Categories of Personal Data**

- Name
- Address
- DOB

- Telephone Number
- Ethnicity
- Asylum Status
- Disability
- Sexual Orientation
- Clinical data
- Email

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## **Integrated Children's Additional Needs Service (ICAN)**

ICAN is a service for children and young people who have additional needs due to developmental delay or disorders. We work with children and families to find out what goals they most want to achieve. We help to identify any underlying problems and give children and families the information they need to make choices about their care. We work with children, families and other people, such as other health workers, teachers and community workers, to identify the best way for children and young people to reach their outcomes. This may involve direct intervention for the child, but may also include support and training for other people or changes to the environment or activity.

### **Purpose of processing**

Leeds Community Healthcare (LCH) through the ICAN service helps children and young people with disabilities to achieve their outcomes. This requires the processing of patient data. The reasons for processing patient data are:

- To maintain an accurate vaccination record
- To be able to effectively provide treatment to the patient
- Processing referrals
- Maintain accurate clinical records

### **Source of data**

- Direct from the patient or carer
- SystemOne (LCH's patient management system)
- Other healthcare providers
- LCH Child health service
- Other social care providers

### **Categories of recipient**

- SystemOne (LCH's patient management system)
- Patient or carer
- GP practices
- Child Health Service
- Other social care services
- Education services

## **Categories of Personal Data**

- NHS number
- Name
- DOB
- Address
- Clinical records
- Demographic
- Child's plan for education and health

## **Legal basis of processing**

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## **Incidents and Serious Incidents Team (Clinical Governance)**

Clinical Governance is an overarching umbrella under which all aspects of quality can be collated and monitored, and improvements to patient care can be made. It is a statutory duty placed on NHS organisations since 1999 and requires all healthcare professionals, clinicians, managers and administrative staff, to ensure that the clinical service delivered is “satisfactory, consistent and responsive”. In Leeds Community Healthcare, our clinical governance team is part of Quality and Professional Development which is led by the Director of Nursing.

### **Purpose of processing**

Leeds Community Healthcare through the Clinical Governance team provides assurance that the systems and structures are in place to sustain and continuously improve safety and high quality services. This requires the processing of patient data. The reasons for processing patient data are:

- To ensure compliance with the local policy
- To be able to effectively provide treatment to the patient
- Ensuring safety of patients in our care and learning from incident investigations

### **Source of data**

- Direct from member of LCH staff
- Via incident reporting and management software

### **Categories of recipient**

- Quality Professional Development team
- Clinical commissioning groups (CCG)
- NRLS

### **Categories of Personal Data**

- Patients name
- Date of birth
- NHS Number
- Clinical details based on incident

## **Legal basis of processing**

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## **Infection Prevention and Control (IPC) Service**

Leeds Community Healthcare NHS Trust is committed to a zero tolerance approach to managing healthcare associated infections (HCAI), such as meticillin-resistant *Staphylococcus aureus* (MRSA) and *Clostridium difficile* (C Diff). The team works closely with all partners in the Leeds health economy to share evidence-based practice and expertise, develop and implement policies to prevent, control and reduce HCAI, carry out training and audit and offer specialist advice and support.

### **Purpose of processing**

Leeds Community Healthcare through the IPC service provides specialist advice on effective preventive and control measures for a safer healthcare environment for both staff and service users. This requires the processing of patient data. The reasons for processing patient data are:

- To identify community cases of C Diff, MRSA and E.coli
- To aid the RCA process
- To maintain accurate case records
- To ensure consent is received prior to the delivery of influenza vaccine, and to identify those that fit within the PGD

### **Source of data**

- Other healthcare providers
- Infection Control and Prevention Team
- Cassandra (online programme) - Flu jab management form

### **Categories of recipient**

- Infection Control and Prevention Team
- Patient management system
- Secure online database (Cloud Solution)

### **Categories of Personal Data**

- Patient Name
- NHS Number
- DOB
- Hospital ID

- Clinical data
- GP details
- Clinical data
- NHS Number
- Address
- Telephone Number

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## **Musculoskeletal (MSK) Service**

Leeds Musculoskeletal (MSK) and Rehabilitation service strive to offer all patients referred to our service the highest quality evidence based treatments available. We are also dedicated to improving the information both patients and other health professionals have about their or their patient's conditions and the services we offer.

### **Purpose of processing**

Leeds community health care through the Musculoskeletal and Rehabilitation service aims to restore any imbalance in the musculoskeletal system, restoring previous levels of function and allowing the patient to return to previous levels of activity. This would require the processing of patient data. These are the reasons why patient data is processed:

- Need for access to medical history of patient to assist in first appointment with MSK team and assessing clinician
- To be able to effectively provide treatment to the patient
- To provide information to enable patient's health challenge to be discussed with secondary care colleagues to guide patient treatment and pathway.
- To maintain an accurate clinical record

### **Source of data**

- GP Practice
- Other health Professionals
- Leeds teaching hospital trust (LTHT)
- SG radiology
- SystmOne (LCH's system that holds patients record)
- Directly from Patient
- Solicitors

### **Categories of recipient**

- Orthopaedic
- Leeds teaching hospital trust (LTHT)
- SG radiology
- Patient
- SystmOne

## **Categories of Personal Data**

- NHS Number
- Address
- Phone number
- Date of birth
- Clinical data

## **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Neighbourhood Teams**

### Leeds community healthcare through the Neighbourhood Teams

- Make sure people have the right support, at the right time, in the right place by the right person.
- Provides patient centered health and social care in the community - that is both clinically and cost effective.
- Supports people to remain in their own homes and live as independently as possible with the best quality of life and living conditions.
- Give patients the information, advice and tools they need to help themselves.
- Promotes self-management to restore confidence and reduce hospital admissions, professional visits and dependency on medication.

These would require the processing of patient data. This is the reason why patient data is processed

- Referrals
- To be able to effectively provide treatment to the patient
- To maintain an accurate clinical record

### **Source of data**

- SystmOne (LCH's system that holds patients record)
- Single point of urgent referral

### **Categories of recipient**

- External NHS Organisation
- Health professionals
- Neighbourhood team

### **Categories of Personal Data**

- Name
- Date of birth
- NHS Number
- Ethnicity
- Address

- Primary carer
- Telephone number
- Siblings (names and ages)
- Referrers details
- School attended
- Clinical data
- Risks

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1) e '...exercise of official authority...' and Article 6(1) (b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2) (h) – '...health or social care...' Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Neurology Service**

The Neurology service provides assessment, advice, therapy, treatment and offers advice and support to family, carers and other professionals.

### **Purpose of processing**

Leeds community health care through the neurology service has these objectives:

- To provide specialist rehabilitation focused health interventions via interdisciplinary assessment and treatment programs.
- To alleviate or reduce impact of specific impairments or complications associated with neurological conditions
- To provide an appropriate level of support for people to gain, retain and/or regain independence and function
- To maintain an accurate clinical record

The objectives of the neurology service are achieved through the processing of referrals received, providing updates and review outcomes to the relevant health professionals and to produce a discharge report. A Bed state spread sheet is also produced. These would require the processing of patient data.

### **Source of data:**

- Other health professionals
- Directly from Patient

### **Categories of recipients**

- Patient
- GP Practice
- Referrer

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- Phone number
- Date of birth
- Clinical data

- Medication

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1) e '...exercise of official authority...' and Article 6(1) (b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2) (h) – '...health or social care...' Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Patient Experience Service**

The Patient Experience team is part of the clinical governance team. Leeds community healthcare through the patient experience team is responsible for attending to clinical negligence claims, complaints and personal injury claims. These are the reason why patient data is processed and these would require the processing of patient data.

### **Source of data**

- Directly from Patient
- Patient representative (Family member, carer, friend, solicitor, advocate, MP)

### **Categories of recipient**

- Patient experience team

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Telephone Number
- Clinical data

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

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## **Podiatry Service**

The Leeds Community Podiatry Service provides podiatry (foot) care across the city - together with specialist services for priority groups and those eligible for care as part of a specialist service.

### **Purpose of processing**

Leeds Community Healthcare through the Podiatry service provides core podiatry including:

Management of damaged or infected nails removal of corns, callous and nail surgery plus specialised clinics

To meet the individual treatment needs of patients, care is personalised and planned. This would require the processing of personal data. These are the reason why patient data is processed

- Individual patient risk assessment
- Progress Letter
- Referral
- SAR request
- Test results

### **Source of data**

- Other health Professionals
- E-Referral system
- SystemOne (LCH's system that holds patients record)
- Directly from Patient
- Solicitors

### **Categories of recipient**

- Patient
- Podiatry team
- Diabetics team
- Orthopaedic team
- Vascular team

### **Categories of Personal Data**

- Name



- Date of birth
- NHS Number
- Phone number
- X-ray images
- Address
- Clinical details

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

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## **Research Team**

Leeds Community Healthcare Research Team aim to increase the amount of research the trust is involved in.

We provide guidance and support to all LCH staff, as well as external researchers, in the management and approval of research and the implementation of the Trusts' Research Strategy

## **Purpose of processing**

At Leeds Community Healthcare we already have research involvement in:

- Child and Adolescent Mental Health (CAMHS)
- Palliative Care
- Primary Care Mental Health
- Tissue Viability
- Various Masters projects / PhD

These would require the processing of patient data, and explicit consent is required before any form of processing is done. These are the reasons why patient data is processed:

- To make an assessment of the patients current state of health as compared to state of health after research intervention or treatment
- To provide a means to unbind the responsible clinician to the treatment a participant is receiving should there be a clinical reason to do so
- To evidence that the patient has agreed to participate in a research study and they have agreed to specific terms of taking part.
- To store research data that may be clinically significant either for individual patient where the trial is medical, or for the purpose of research

## **Source of data**

- Directly from Patient

### **Categories of recipient**

- Research sponsor
- Research team

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Clinical data relevant to the study
- Telephone Number

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Respiratory Service**

The Community Respiratory Team is a multidisciplinary team providing expert Respiratory advice and treatment to improve outcome measures for people across the Leeds health and social care economy. The service is available for patients 18 and over who have a Leeds GP.

### **Purpose of processing**

Referrals are made by the GP, other healthcare professional, or directly by the patient. To be able to action the referrals, provide advice and treatment and maintain an accurate clinical record, this requires the processing of patient data.

### **Source of data**

- Leeds teaching hospital trust (LTHT)
- GP practice
- Respiratory consultant
- Patient

### **Categories of recipients**

- Rapid access clinic
- Chest clinic
- Sleep clinic
- Respiratory team

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- Phone number
- Date of birth
- Clinical data

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is

party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Safeguarding Children and Adults**

Leeds Community Healthcare Trust through Safeguarding children and adult service are committed to keeping children, young people and vulnerable adults safe within its premises and whilst in receipt of our services. Please see [safeguarding children and adult page](#) for further information.

### **Purpose of processing**

The safeguarding team responds to and investigates safeguarding concern request, carries out domestic violence review. This requires the processing of patient data.

### **Source of data**

- Safer Leeds
- Other organisations

### **Categories of recipients**

- Safer Leeds
- Safeguarding Team

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Details of relevant family members
- Staff witness statements
- Safeguarding information

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – ‘...health or social care...’. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **School Immunisation**

The School Immunisation team offers immunisations to all pupils who attend educational establishments throughout Leeds according to the national schedule.

The primary aim of the team is to promote and deliver immunisations to increase vaccine uptake through various health promotion activities and planned sessions within schools.

### **Purpose of processing**

Leeds community health care through the school immunisation team receives referrals from other health professionals, list of pupils from schools, and from the local authority. These all contain personal information that requires some form of processing to be able to deliver immunisation to the pupils.

### **Source of data**

- Parents
- Schools
- Local authority
- Other health professionals

### **Categories of recipients**

- School immunisation team

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Detail of vaccines
- Telephone Number
- School names
- Clinical data



## **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

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## **School Nursing Service**

The School Nursing Service works with school-aged children (attending Leeds state schools or living in Leeds), their parents/carers, other health professionals, education staff and other agencies to promote the health and wellbeing of children and enable them to reach their full potential.

### **Purpose of processing**

The primary aim of Leeds Community Healthcare through the school nursing service is to achieve best health and wellbeing outcomes for school age children through the delivery of Health Child Programme (HCP). The HCP comprises of a series of health and development reviews, immunisations, health promotions and interventions tailored to individual risks and protective factors. This would require the processing of patient data. These are the reason why patient data is processed.

- Referrals
- Child protection meeting Invitation
- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Continence orders
- Education and healthcare plan
- Move from primary to high school
- A&E notification

### **Source of data**

- Health visiting team
- Parent
- School
- SystemOne (LCH's system that holds patients record)

### **Categories of recipients**

- Health professional
- Parent/carer
- NHS supplies
- Social worker
- External agencies
- Looked after Children team
- Health and social care providers in Leeds

- voluntary sectors

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- Phone number
- Date of birth
- Clinical data

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Single Point of Urgent Referral (SPUR)**

Leeds community healthcare works jointly with The Single Point of Urgent Referral (SPUR) team to process all referrals for people who are living in, or have a GP in Leeds and require a health or social care service.

### **Purpose of processing**

This is the reason why patient data is processed

- Referral

### **Source of data**

The SPUR team uses 4 systems to receive and send out referrals. These systems are

- CIS (Adult Social Care)
- SystmOne (Leeds Community Healthcare Trust and other healthcare professionals)
- PPM+(Leeds Teaching Hospitals Trust)
- Leeds Care Record

### **Categories of recipient**

- Health professional
- Administrative Staff

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address
- DOB
- Telephone Number
- Clinical Data
- Next of Kin
- Custody Number

## **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1) e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Speech and Swallowing Team**

The community speech and swallowing team provide services for people struggling with a range of speech and swallowing disorders.

### **Purpose of processing**

Leeds Community Healthcare through the speech and swallowing team meets the needs of adults who present with acquired communication and/or swallowing difficulties (largely neurological). This would require the processing of patient data. These are the reason why patient data is processed.

- Referrals
- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Complaints
- Discharge / progress report

### **Source of data:**

- GPs
- Consultants
- relatives
- Allied health professionals
- SystmOne (LCH's system that holds patients record)
- Directly from Patient

### **Categories of recipient**

- Patient
- social workers
- hospices
- advocates
- Speech and Swallowing team
- day care management
- GP
- Carers

### **Categories of Personal Data**

- Patient Name

- NHS Number
- Address
- DOB
- Telephone Number
- Clinical data
- Next of kin

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **SpineFit+ Service**

SpineFit+ is a service for adults (18 years or over) who have been living with pain for more than 6 months

### **Purpose of processing**

Leeds Community Healthcare through the SpineFit+ service work to help people manage persistent or chronic pain, providing support and advice to help improve your quality of life. Persistent pain is often referred to as chronic pain and both terms have the same meaning. This requires the processing of patient data. The reasons for processing patient data are:

- Referrals
- Letters from consultant
- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Information update from other health professional involved in patient's care

### **Source of data**

- SystmOne (LCH's patient management system)
- professionals
- Healthcare professionals
- Parent
- Consultants
- GP

### **Categories of recipient**

- MSK team
- SpineFit+ team
- Pain team
- Patient

### **Categories of Personal Data**

- Patient name
- NHS Number
- Address
- Date of birth
- Clinical data



- Telephone Number

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

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## **Tuberculosis (TB) Service**

The Tuberculosis (TB) Liaison Nursing team is a specialist service offering advice and support on all aspects of TB to people of all ages throughout Leeds.

### **Purpose of processing**

The Leeds Community Healthcare works in partnership with Leeds Teaching Hospitals NHS Trust and Public Health England to ensure a seamless service for patients in Leeds.

Our work involves support and advice for all newly diagnosed individuals with TB, and provides ongoing support at home and in clinics throughout treatment. We arrange screening for people who have been in contact with TB cases depending on the infectivity of the case. This requires the processing of patient data. The reasons for processing patient data are:

- Out of area referral
- Latent TB cases
- Maintain accurate clinical records
- To be able to effectively provide treatment to the patient
- Safeguarding or social care referral
- Lab test requests

### **Source of data**

- SystmOne (LCH's patient management system)
- Directly from Individual
- External organisations
- Safeguarding pathway
- Lab

### **Categories of recipient**

- Health professional
- Social care
- TB team
- Individual

### **Categories of Personal Data**

- Name of individual

- NHS Number
- Date of birth
- UK Arrival date
- Clinical data
- Screening outcome

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Watch It Family Weight Management Service**

The Watch It service is a community based weight management programme for children from 5 to 18 years of age and looks at getting active, eating healthily and staying happy. We are supported by children's psychologists and nutritionists. For children up to 11 years we work with parents only because research tells us that this is the most helpful way to support families

### **Purpose of processing**

Leeds community healthcare through the Watch it service offer the following:

- Weight management for overweight, very overweight children and young people.
- Lifestyle advice and support for client families.
- Assessment of individual family needs and signposting to other support.
- Promotion of health and wellbeing.
- General health information and advice.

These would require the processing of patient data. These are the reason why patient data is processed.

- Referral
- Processing safeguarding Information
- Outcome summary/Completion letter
- Quarterly reports/Annual Reports

### **Source of data**

- GP Practice
- SystmOne (LCH's system that holds patients record)
- Directly from Patient
- school nurses
- school staff
- social worker
- Paediatricians
- physio
- podiatrist
- Parent/carer

- social worker
- CAMHS

### **Categories of recipient**

- Watch it service team
- Other Agencies/Activity Partners
- Clinical Commissioning Groups (CCGs)
- Social care
- CAMHS Team

### **Categories of Personal Data**

- Name
- NHS number
- Date of birth
- Gender
- B M I

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

For the processing of special categories (health) data the basis is Article 9(2)(h) – '...health or social care...'. Where we process special categories data for employment or safeguarding purposes the condition is Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law...

## **Wetherby Young Offenders Institute**

Primary care services are delivered at HMP Wetherby Young Offenders Institute (WYOI) and Adel Beck Secure Children's Home.

### **Purpose of processing**

Leeds community healthcare through the HMYOI Wetherby provides custodial places for boys aged 15-18 and Adel Beck School houses both boys and girls aged between 10-18 years old who require a secure setting due for either welfare or criminal justice needs.

We assess all young people using a universal health screening tool to make sure that all health needs are identified and met while they are in custody. These would require the processing of patient data. These are the reason why patient data is processed

- To produce community records summary
- Request to Registered GP for patient medical history
- CHAT care plan
- CHAT Discharge Summary
- Subject Access Request
- Transfer of medical record
- Injury, allergy and disability report
- Hospital Outpatient Appointments

### **Source of data**

- SystmOne (LCH's system that holds patients record)
- Community medical program

### **Categories of recipient**

- Youth offending Team
- Care worker
- Prison Caseworker
- Prison Social Worker

### **Categories of Personal Data**

- Patient Name
- NHS Number
- Address

- DOB
- Prison Number
- Medical records

### **Legal basis of processing**

For GDPR purposes Leeds community healthcare's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and Article 6(1)(b) – '...for the performance of a contract to which the data subject is party...' and also Article 6(1)(c) – where processing is necessary for compliance with a legal obligation to which the controller is subject.

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