

## **Privacy Notice for The Senior Mental Health Lead Programme**

### **1. Who we are**

The Anna Freud National Centre for Children and Families (AFNCCF), a registered mental health charity, has been contracted by the Department for Education (DfE) to deliver the national Link Programme. The programme is delivered fully online and comprises a survey of schools and FE colleges, a consultation meeting between local stakeholders, up to three tailored support sessions for education and mental health professionals, and regular review meetings. AFNCCF is the Data Processor and the Department of Education (DfE) is the Data Controller for this data processing.

This notice informs you how we may use the personal data we collect about participants in the programme, education and mental health professionals. If you have any questions about the content of this notice you can contact us at:

- Katrina Shappard, [smhltraining@annafreud.org](mailto:smhltraining@annafreud.org), Anna Freud National Centre for Children and Families, Kantor Centre of Excellence, 4-8 Rodney Street, London, N1 9JH.
- 020 7794 2313

Our Data Protection Officer is Susan Henry [DPO@annafreud.org](mailto:DPO@annafreud.org) 020 7794 2313

### **2. Purpose of the processing and the lawful basis for the processing**

We are collecting your personal data so that we know who will be attending the consultation meeting, tailored support sessions and review meetings. The information you provide will be used to plan and prepare for your meetings and tailored support sessions. We will also use it to monitor the number of people who have attended the meetings and support sessions.

Our lawful bases for processing this data, a requirement of the UK General Data Protection Regulation (GDPR), are

Art 6(1)(e) "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller" Funded by the DfE, we are running meetings and tailored support sessions to bring together education and mental health professionals to better support the mental health and wellbeing of the children and young people in their care, which will benefit the wider public.

### **3. How we get information**

We use information provided by yourself. This is the information (name, job title, email address, local authority and school/FE college/organisation) you provide when signing up to the meetings and tailored sessions via an online form hosted on Zoho.

Data source	Categories of data	Uses
Meeting and support session attendees	Name, email address, job title, school/ college/ organisation	Providing access to the online modules (where utilised by the local area). Preparing for the meetings and tailored support sessions. Keeping a record of who has attended. Reporting (anonymised) to the Department for Education on take up of the programme and impact

When you sign up to the Senior Mental Health Lead training, we also invite you to complete an Equality and Diversity Monitoring form, held separately from your other data. This data is anonymised and cannot be linked back to you. It is used by the Centre to better understand our audience and inform our Equality, Diversity and Inclusion approach.

#### 4. Who we share your data with

The data we process is provided to us directly by you when you complete the registration form. We share information about who has registered for the programme with the local authority and/or Clinical Commissioning Group, so we can be sure we have reached the relevant professionals locally. This sharing is for limited purposes and we have an agreement in place governing the permitted use of the data. It is used by the recipients to identify additional organisations and individuals to promote the programme to.

#### The meetings and tailored support sessions

The consultation meetings, tailored support sessions and review meetings are delivered by members of staff from AFNCCF. Your details are shared with them so they know who to expect at each session.

We share your data (name and email address) with Zoom, the platform used to deliver the meetings and tailored support sessions. We have an agreement with Zoom covering

We also share your data (name, email address, organisation and job title) with Zoho, our Customer Relationship Management (CRM) provider. We have an agreement with Zoho covering their management of your data on our behalf. [Their privacy notice is here](#). Online forms may be protected by Google reCAPTCHA v2. This ensures the form is completed by a real person and not automated software, to protect systems against abuse. Data captured by Google will include information such as IP address, length of page visit, mouse movements. Google reCAPTCHA is covered by [Google's privacy policy](#) and [terms](#).

## Online Modules

Where the local authority has opted to deliver some of the tailored support sessions as online self-study modules, we also share your data (name and email address) with Blackboard, the platform used to host the online modules. We have an agreement with Blackboard covering their management of your data on our behalf. [Their privacy notice is here.](#)

We will ask your permission if we want to share your data for any other purposes than those set out above. In some circumstances, we are legally obliged to share information and where we do, we satisfy ourselves that we have a lawful basis on which to share the information and we document our decision making.

### 5. How long we retain your data

Your data will be held in an identifiable format for the duration of our contract with the DfE to deliver the Link Programme (currently 31 May 2022). After which we will review it before secure disposal or, exceptionally, further retention in an anonymised format. If, additionally, you choose to sign up to any newsletter email lists we will retain your contact information until you ask us to stop contacting you, we use this data with your consent (Art 6(1)a of the UK GDPR).

### 6. Your data rights

Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and you can check the [Information Commissioners website](#) for more detail or contact the DPO.

- The right to be informed, about our processing, which this notice does
- The right of access to your data
- The right to correct errors in your data
- The right to request erasure of your data
- The right to request restriction of our processing
- The right to object to our processing
- The right to data portability

You are not required to pay any charge for exercising your rights. We have one month to respond to your request.

Please contact us at [DPO@annafreud.org](mailto:DPO@annafreud.org) if you wish to make a request with regard to any of your rights.

### 7. Making a complaint

If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, [dpo@annafreud.org](mailto:dpo@annafreud.org)

You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>