

## How We Use Your Information



### Welcome to Better Start Bradford

This project is part of the Better Start Bradford programme.

Better Start Bradford is working with families to help give children the best possible start in life in our part of Bradford: Bowling & Barkerend, Bradford Moor and Little Horton. We have been funded by the Big Lottery Fund to run over 10 years (until 2025).

You can find out more about us at [betterstartbradford.org.uk](http://betterstartbradford.org.uk). To keep up to date with our work and opportunities for your family to get involved, sign up to our text alerts (text your postcode and 'sign me up' to 07494 558337), take a look at our Facebook page or sign up for our monthly email bulletin – it's all on our website.

We would always ask for your consent before including you in this project and we will capture this consent on a consent form that fully explains exactly how we will use the information you share with us. It is the intention of the Better Start Bradford team to look at the long term and possibly lifelong impact of this project. You should be aware that by consenting to you and your child's involvement you are consenting to allow the team to review your NHS shared care record so that they can assess the benefits of this programme. As a parent your consent to access your child's medical record will be valid until they turn 18.

### Looking after your information

We need to collect information from this project to find out how it is helping you and your family. This will help us to understand the best way to support other families in Bradford and across the country too. We will never sell your information to any other person or organisation. Your information will only be used and shared in the ways described to you and will be kept secure throughout the course of this project before being destroyed confidentially.

### What will happen to your information?

The project will share your information with the Innovation Hub, which is a clinical research organisation based at Bradford Teaching Hospitals NHS Foundation Trust and in partnership with Born in Bradford. The information includes you and your child's NHS number, name, address, phone number, date of birth, ethnicity, religion, disability (if relevant), answers you give in any project questionnaires and information about your participation.

Approved members of the project team and/or the Innovation Hub may look up your NHS number on the detailed NHS shared care record. This information would only be used to help us to find out if you are part of any other Better Start Bradford projects.

Access to information is carefully controlled and only approved members of the Innovation Hub team will be able to identify you. Every member of this team has a legal duty to keep your information private and safe and **no information that could identify you or your child will be shared with anyone else.**

The information gathered will be used for improving health, care and services through research and planning. Reports will be made for our funder, our partners, and us. They may be published in scientific journals and the press. It will not be possible to identify you in any of these reports.

If you want to receive a copy of your health record, please email [dpa.requests@bdct.nhs.uk](mailto:dpa.requests@bdct.nhs.uk) or send a written request to:

The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone **01274 363 629**.

If you are unhappy about any of the information that the project has recorded please let us know so that we can discuss this with you.

If you change your mind about sharing your information with this project at any time you should let the project team know. They will then talk to you about your involvement in the project moving forward and how the information already gathered will be treated. Better Start Bradford is a long-term project and it may not be possible to remove data that has already been analyzed, however, this would be stored in a format where it would no longer be possible to identify you or your child. We would not carry on gathering information or accessing your medical records if you have asked to leave the project.

If at any point you are unhappy with the way your information is being shared or what has been recorded you can contact our Data Protection Officer Gaynor Toczek on 01274 363 629 or email [dpo.requests@bdct.nhs.uk](mailto:dpo.requests@bdct.nhs.uk)

If you are unhappy with their response then you can call the information Commissioners Office helpline on 03031231113 (local rate number) or visit the ICO website for more advice.