

How We Use Your Information

Mental Health Legislation Team

The Mental Health Legislation Team at Bradford District Care Foundation Trust provide support to patients who are detained under the Mental Health Act. This can be a difficult and confusing time and it is our responsibility to ensure that we can demonstrate that patients have been treated fairly. We organise patient tribunals and /or hearings and liaise with healthcare professionals involved in this process. We understand the impact that the sectioning process can have on a patient and so it is our responsibility to review section documentation and ensure that it is issued fairly. We deliver training to our healthcare professionals involved in the process to ensure that the legal guidelines are followed. We offer help and advice when there is a question about a service users capacity to agree to treatment and or admission. Throughout this process preventing harm to self or others will always be our main concern.

When you need our services, we will create a record about you detailing your NHS or other identifying number, name, date of birth, gender, ethnicity, ward, responsible clinician and section type. This information helps us to store accurate details about your detention, patient movements and any change to your legal status. We may use this information to audit the care we provide and ensure that it is of the highest possible standard. The outcome of any audit is not produced in a format that allows individual patients to be identified.

We have a legal duty to keep a record of any of the healthcare we provide. Under Mental Health legislation, we have a public task to oversee the mental health records of any patient deprived of liberty under the Deprivation of Liberty, Safeguards or the Mental Health Act. We understand the importance of getting the right level of care and support in place at times of mental crisis and our records enable us to ensure that we provide safe and affective care. We would never share any of the information that we record with any other service but we will share with clinicians directly involved in your care. This information forms part of your overall health record which is stored on a secure electronic system and we keep this throughout your life in case it is needed to support your future care.

If you would like to receive a copy of any of the information we hold on you please email dpa.requests@bdct.nhs.uk or write to: The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone **01274 363 629**

The Bradford District Care Foundation Trust has a Data Protection Officer who is there to answer any concerns that you might have around how your information is being used or stored. If you have any questions please email Gaynor Toczek on dpo@bdct.nhs.uk or you can write to her at the address shown above. If, for any reason, you are unhappy with our response you can contact the Information Commissioners Office for further guidance. Call the helpline on 0303 123 1113 (local rate number) Or see the ICO website <https://ico.org.uk> Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.