

How We Use Your Information

MyWellbeing College

The MyWellbeing College team at Bradford District Care Foundation Trust work hard to ensure that service users within our community can access psychological therapies when they need them. They use evidence based psychological therapies for common mental health problems like depression and anxiety based issues such as general anxiety disorder or phobias.

When you start to use our service, we will create a record about you containing details such as name, date of birth, address and contact details. We will also conduct an initial assessment which will contain information about your health and wellbeing. This is so that we can work together to build a safe and effective treatment plan for you. As a health care provider, we would record this information on the basis that it is our public task to keep records of the healthcare we provide. We share information that does not identify you (anonymised) with other NHS agencies to help us to improve local services and for research, audit and public health reasons. If we felt that you would benefit from the support of another service we would discuss this with you and only refer you with your consent. The only exception to this rule is if we have a genuine reason to believe that sharing your information could prevent you or someone else from harm or where we have been issued with a formal court order compelling us to share. We would also want to share details of your treatment with your GP as they are responsible for your ongoing care and for prescribing any medication that might help you.

We keep a record of your care on a secure electronic system where access is limited to professionals who are directly involved in your care. We hold a copy of this file for 8 years after you last use our service or until you reach your 25th Birthday (whichever is longer), at which point these records will be securely destroyed. We would always want you to be happy with your treatment plan, if you have any questions or concerns please discuss these with your clinician.

If you decide that you no longer wish to receive our support you can contact the admin team by calling **01274 221234**, emailing mwadminservices@bdct.nhs.uk or write to MyWellbeing College Admin Team, Somerset House, Manor Lane, Shipley, BD18 3BP. 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**. If you are concerned about any of the information held within your records, please speak to a member of this team who will advise you of your rights.

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> or Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.