

School Aged Immunisation Service Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how **School Aged Immunisation Service (SAIS)** uses and manages the personal data or information we hold about you, including sharing information with health and social care professionals and other organisations and how we maintain appropriate confidentiality. Any questions regarding this notice and our privacy practices should be sent by email to **shropcom.immunisationteam@nhs.net**.

<p>Who we are?</p>	<p>The School Aged Immunisation Service (SAIS) is provided by Shropshire Community Health NHS Trust and includes the Neonatal Hepatitis B immunisation & Dried Blood Spot programme to eligible babies up to the age of 1 years old.</p> <p>The service is commissioned by NHS England (NHSE) to deliver vaccination programmes to school aged children and young people in Shropshire, Telford and Wrekin, in line the public health agenda.</p> <p>The service is delivered in schools as well as community clinics.</p> <p>The School Aged Immunisation Service Coral House, Longbow Close, Harlescott, Shrewsbury, Shropshire, SY1 3GZ.</p> <p>Tel: 01743730028 Email: Shropcom.immunisationteam@nhs.net</p>
<p>What is our legal basis for processing your personal and special category information?</p>	<p>As a healthcare provider the lawful basis for processing your child's information as set out in the General Data Protection Regulation (GDPR) is:</p> <ul style="list-style-type: none"> • for the sharing and processing of Personal Identifiable Information (Article 6(1)e - Public Task for NHS bodies and local authorities) Public task ICO • for the sharing and processing of Special Category information (9(2)(h) - Management of a Health or Social Care System & 9(2) (i) – Management of public interest in the area of public health) Special category data ICO
<p>What personal information do we collect about you and how do we obtain it?</p>	<p>As a SAIS Team working in the NHS, we ask for and record personal and health information for children and young people</p>

who access our services. This helps us treat them now and in the future.

We collect the following personal information:

- Child's Name
- Date of Birth
- NHS Number
- Home Address
- Parent/Carer Name
- Parent/Carer Telephone Number
- Parent/Carer Email Address
- School Attended
- Allergies/medical conditions/medicines
- Vaccination History
- Consent decision for vaccination programme

We also collect the following special category information:

- Ethnicity

We collect this information in several different ways:

- We ask for schools to send us their pupil information of the eligible year groups prior to us visiting the school.
- We receive information from Child Health Information Services of children and young people who reside in and/or attend a school within Shropshire, Telford and Wrekin who are eligible for the vaccination programme
- We collect information from parents/carers from the immunisation consent form. We use a 3rd party supplier, ebo, for our Econsent process. [Please click here for ebo's privacy policy](#)
- We use information recorded within our electronic patient record system
- We can have access to other secure health and social care systems to check a child's vaccination history.

Why do we collect your personal information and what do we do with it?

It is important that the SAIS Team can access and share non-sensitive patient identifiable information to confirm that we have provided an offer of vaccination to all (100%) of eligible children.

For children and young people who do not attend a school setting we will write to you to inform you that your child is eligible for the vaccination programme being delivered.

We collect your child's information to ensure that we identify their electronic health record accurately.

	<p>The SAIS Team is collecting information about your child to ensure that we have up to date health information about their health at the time that you are consenting for them to receive an immunisation.</p> <p>We collect data on the consent forms to allow us to record if you have consented to their immunisation, to assess your child's eligibility and to allow the nurses to make decisions about the safe vaccination of your child.</p> <p>We record information about vaccinations on secure systems.</p> <p>We also collect data to manage, monitor and report our progress as accurately as possible to NHSE. The information we provide to NHSE is not patient identifiable.</p> <p>To do this, we need to:</p> <ul style="list-style-type: none">• understand the number of children and young people that are to be included in the eligible cohort, so we have a baseline figure to work from• know the actual number of children and young people within the eligible cohort who have either;<ul style="list-style-type: none">○ consented to○ received the vaccination○ declined the vaccination• know more information about our areas of low uptake to deliver targeted interventions.
Who do we share your personal information with and why?	<p>The SAIS Team share information with:</p> <p>Our service will keep the school up to date with the names of pupils who have completed a consent form so that they can remind parents. We will let the school know who has consented and who has declined vaccination, so they know which pupils to send to the immunisation nurses when they are at the school. We will also let the school know the names of pupils who have not been vaccinated as planned.</p> <p>We will send your child's vaccination administration information to the GP and Child Health Information Service (CHIS). This is so that the clinical records can be updated electronically with all previous and current vaccinations.</p> <p>We send personal information to NHSE during the Flu, HPV and Neonatal Hepatitis B programmes for vaccination data to be made available to the appropriate NHS screening and immunisation programme teams. This reporting of data allows</p>

	<p>NHS England to monitor trends, uptake and to review the incidence of disease across the country. This information might be shared via a third party commissioned by NHSE.</p>
<p>How do we keep your information safe and maintain your records?</p>	<p>All staff working in the Trust can only access information when authorised to do so, when there is a legitimate reason or on a need-to-know basis. They are trained to handle your information correctly, protect your privacy and keep your information secure. We do not keep your records for longer than necessary. Records are retained in accordance with the Department of Health and Social Care guidance and at the end of the life cycle records are destroyed in a safe manner.</p>
<p>What are your data protection rights?</p>	<p>Under the data protection legislation, you have the right to request access and receive a copy of your personal information by contacting the Trust as the data controller. You can also contact us to raise any concerns regarding the handling of your information, for example, you may feel the information needs to be rectified or you may have an objection to how it is being used or shared.</p>
<p>What about Planning and Research?</p>	<p>Your health records contain a type of data called confidential patient information. This data can be used to help with research and planning. You can choose to stop your confidential patient information being used for research and planning. You can also make a choice for someone else like your children under the age of 13. Please visit the National data opt-out - NHS Digital</p>
<p>Other Trust's Privacy Notices</p>	<p>The Trust's full Privacy Notice can be found here</p>
<p>Further Information</p>	<p>Please visit our Trust website: Managing your records (shropscommunityhealth.nhs.uk) Your Data Matters to the NHS (shropscommunityhealth.nhs.uk)</p> <p>And the Information Commissioner's (ICO) website: Your data matters ICO</p> <p>Further information from NHS England regarding the lawful sharing of information for the purpose of vaccinations is available on request.</p>
<p>If you have concerns</p>	<p>If you have queries or concerns, you can contact the Information Governance Team and the Data Protection Officer via email: Contact the IG Team</p>

Or write to:

Information Governance Team
Ground Floor Left Wing,
Mount McKinley, Shrewsbury Business Park
Anchorage Avenue, Shrewsbury, SY2 6FG
Tel: 01743 871953

You can also raise concerns to the ICO:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
www.ico.org.uk