

Care to Smile Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how the **Healthy Smile Team**, as part of the **Care to Smile** programme, 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 **Jill.allbutt@nhs.net**.

<p>Who we are?</p>	<p>We are the Healthy Smile Team, part of Shropshire Community Health NHS Trust.</p> <p>The Healthy Smile Team delivers, Care to Smile programme for care homes in Staffordshire, Stoke-on-Trent, Shropshire and Telford & Wrekin.</p> <p>The Healthy Smile Team Oral Health Improvement Service Dental Centre, Doseley Rd, Telford TF4 3AL Jill.allbutt@nhs.net 07890590118</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 personal information is:</p> <ul style="list-style-type: none"> - to process this data in the performance of a task carried out in the public interest or in the exercise of the data controller's official authority <p>The lawful basis for processing special category data (for example sensitive information such as your health information) is:</p> <ul style="list-style-type: none"> - preventative medicine; and/or - to enable the provision of health or social care or treatment or the management of health of social care systems and services.
<p>What personal information do we collect about you and how do we obtain it?</p>	<p>The personal information we collect might include name, email address, contact number, work location of the care home and mouth care lead. You provide this information to us via Microsoft Forms i.e. Care to Smile Expression of Interest, and completion of audits and training attendance records and quality assurance document etc.,</p>
<p>Why do we collect your personal information and what do we do with it?</p>	<p>Your information is collected for the purposes of administering the Care to Smile programme and to provide you with relevant support.</p>
	<ul style="list-style-type: none"> • Telford and Wrekin Council departments involved in providing

<p>Who do we share your personal information with and why?</p>	<p>support or helping us to deliver the Care to Smile programme</p> <ul style="list-style-type: none"> • Shropshire Community Health NHS Trust departments involved in providing support or helping us to deliver the Care to Smile programme • Partners in Care (PiC) in Shropshire involved in administering and facilitating training for mouth care leads and providing support for the Care to Smile programme • Staffordshire County Council departments involved in administering and facilitating training for mouth care leads and providing support or helping to deliver the Care to Smile programme • Stoke-on-Trent City Council departments involved in providing support or helping us to deliver the Care to Smile programme
<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.</p> <p>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>Not Applicable</p>
<p>Other Trust's Privacy Notices</p>	<p>The Trust's full Privacy Notice can be found Privacy notices</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>If you have concerns</p>	<p>If you have queries or concerns you can contact:</p>

Information Governance (IG) Team

Governance Directorate
Office 35 First Floor
Mount McKinley
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