

Privacy Notice

Panel Members - Care and Treatment Reviews



Information you need to know:

The National Development Team for inclusion (NDTi) is a not for profit organisation working to enable people at risk of exclusion, due to age or disability, to live the life they choose. Further information about NDTi can be found at <https://www.ndti.org.uk>.

NDTi is the Data Controller for your information.

The Data Protection Officer is: Sally Richens, NDTi, 4 Queen Street, Bath, BA1 1HE. Tel: 01225 255268. Email: office@ndti.org.uk

Our representative and main point of contact for this project or activity is Kate Linsky, Programme Lead, NDTi, 4 Queen Street, Bath, BA1 1HE. Email: kate.linsky@ndti.org.uk

This privacy notice explains how we use your personal information and your rights regarding that information.

What information are we collecting?

NDTi are responsible for recruiting, training and supporting panel members to undertake Care and Treatment Reviews (C(E)TRs. Panel members include Experts by Experience; a person with a learning disability or autistic person or a family carer with lived experience of services, Clinical Experts and Delegated Chairs. Panel members are recruited on behalf of the Commissioning Support Unit (SCWCSU), South East Specialised Commissioning (SESC) and South West Provider Collaborative (SWPC) – referred to as “The Partners” in this document,

We collect, store and process information required for you to join the team of panel members undertaking C(E)TRs, receive training and support, receive requests to undertake scheduled reviews and pay your training expenses. The data we request, hold and process includes your full name and contact details, details of your experience related to your role on the C(E)TR programme and details of any reasonable adjustments you may have. We also collect your date of birth if you are registered with the DBS update service and your Year of Birth if you are an Expert by Experience with lived experience.

As C(E)TR visits will involve contact with children and vulnerable adults, we ask that all panel members hold a current and valid DBS check. It is NDTi policy that these are enhanced and that they are dated within the last 3 years. The procedure for applying for a DBS will necessitate your sharing original forms of identification, your date of birth, any address you have lived at in the past 5 years, any previous names you have been known by and any unspent convictions you have. We will hold details of your DBS certificate on file including date of issue, certificate number and what groups of people / workforce you are cleared to work with.

We also share and receive data about you with and from The Partners. This data enables us to support you in your role, offer programme oversight, and to match your experience with the people receiving a review. The

data sharing agreements we have with partners are [here](#). You are asked to review this document and confirm that you accept the terms and use of your data as part of confirming your agreement to this privacy notice.

Why are we collecting your data?

We collect and store data required for you to join the team of panel members undertaking C(E)TRs, receive training, resources and support and receive requests to undertake scheduled reviews.

How will your data be used?

Your data will be used to:

- check that you are eligible or meet the criteria for panel members involved in undertaking C(E)TRs
- process DBS checks
- provide induction training and share relevant information and resources with you on an ongoing basis (includes Basecamp)
- ask if you are available and willing to undertake planned C(E)TRs
- pay your training expenses
- advise on the best matches for reviews in terms of experience and qualifications
- contact you with information, or to provide support, about the programme by email, phone or text

What is the legal basis for processing the data

On expressing an interest in fulfilling the role of a panel member and in agreeing to the terms and confidentiality requirements of the role, you give your consent for NDTi to process your personal data in order to fulfil its contractual obligations with The Partners to support the delivery of Care and Treatment Reviews.

If we are sharing your data with others, who are we sharing it with?

We will invite you to join Basecamp, which means we will share your email address with Basecamp to enable you to join. Basecamp is an online project-based communication platform that we use to share resources and information relevant to people involved in undertaking C(E)TRs. By then signing up to Basecamp you are agreeing to their privacy policy which can be found [here](#)

We share data and information that you share with us with the South Central and West Commissioning Support Unit (SCWCSU), South East Specialised Commissioning (SESC) and South West Provider Collaborative (SWPC) who work in partnership with NDTi to facilitate delivery of C(E)TRs.

NDTi use a 3rd party service to administer DBS applications. Currently this service is provided by Credence. Your name, telephone number and email will be shared with Credence should we support you to apply for a current enhanced DBS. By using Credence you are agreeing to their privacy policy which can be found [here](#)

How long will we hold your data?

Data, records and hard-copy information provided specifically to expedite a DBS check if you are unable to do this via the Credence platform; i.e. copies of identification documents, personal records or mail, will be deleted in full on completion of the DBS check.

In all other circumstances, your data will be held whilst you continue to undertake C(E)TR work, and for a period of 6 years thereafter.

After this time, your data will be removed from our secure systems and all records containing your personal data and information pertaining to payments made to you will be deleted.

How will we ensure your data is safe?

The data you share with us will be stored electronically on NDTi's secure server. Access to banking details, financial information or personal/sensitive data we hold about you will be restricted, on a need to know basis, and only key personnel will be able to access it.

All files containing confidential personal data will be password protected.

What are your rights and how can you enforce them?

Your rights are detailed below. You can exercise your rights at any time, by making a request to NDTi's Data Protection Officer either verbally or in writing.

- **The right to be informed**

We must provide you with information including: our purposes for processing your personal data, how long we intend to keep your personal data, and who, if anyone, we will share it with.

- **The right of access**

NDTi have processes in place to ensure that we respond to a subject access request without undue delay and within one month of receipt.

- **The right to rectification**

You have a right to have inaccurate personal data we hold about you rectified or completed if it is incomplete.

We have one calendar month to respond to your request. In certain circumstances we can refuse a request for rectification.

How can you complain to the Information Commissioner's Office?

Whilst we encourage that you discuss any concerns you may have about how NDTi hold or process your data with our Data Protection Officer, you have the right to complain directly to the Information Commissioner.

The Information Commissioner can be contacted:

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

By calling: The ICO helpline on 0303 123 1113

By visiting: <https://ico.org.uk/make-a-complaint/>

How will you keep this privacy notice up-to-date?

We regularly review and, where necessary, update our privacy information.

If we plan to use your personal data for a new purpose, we will update the privacy information we provide and communicate the changes to you before starting any new processing.

An up-to-date privacy notice for this project will be stored [here](#) in order that you may refer to it at any time.