

## **Why are we asking for your information?**

NHS Grampian collects personal data and information about your child's circumstances in this Child's Plan. It is collected and processed in order to provide support for your child. NHS Grampian will only share information (other than in child protection situations) in order to access support from one or more partners agreed with you. The partners you have agreed to share information with are listed on page 2 of the Child's Plan.

The health board does this as part of our public task. The information held in the Child's Plan helps NHS Grampian to assess, plan, coordinate and quality assure the supports available to your child. NHS Grampian does not use an automated process for making decisions about your child or the services required; decisions are made with you.

We will keep this information for a period of 5 years from the date of your child leaving the service unless we have a legal responsibility to keep the information for a longer period of time. NHS Grampian will keep a formal anonymised record of the Child's Plan for the purposes of auditing service provision and quality assurance.

## **Your Data, Your Rights**

You've got legal rights about the way the health board handles and uses your data, which include the right to ask for a copy of it, inaccurate data to be update/amended, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email [nhsg.infogovernance@nhs.net](mailto:nhsg.infogovernance@nhs.net) or in writing at: NHS Grampian Information Governance. Rosehill House, Foresterhill Site, Aberdeen AB25 2ZN

More information about all of the rights you have is available on our website at: <https://www.nhsgrampian.org>.

You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully