

Privacy Policy ADHD Action Network

1. This policy outlines the obligations and responsibilities of ADHD Action Network (the "Provider") regarding the processing of personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as it relates to our North London Mental Health Trust NHS contract. We are committed to protecting the privacy and rights of individuals whose data we process.

2. Data Protection Principles

We will process personal data in accordance with the following principles:

- **Lawfulness, Fairness, and Transparency:**

We will process data lawfully, fairly, and in a transparent manner, ensuring individuals are aware of how their data is being used.

- **Purpose Limitation:**

We will collect and process data for specified, explicit, and legitimate purposes, and will not further process it in any manner incompatible with those purposes.

- **Data Minimization:**

We will collect and process only the data necessary for the specific purpose, and will not retain it for longer than necessary.

- **Accuracy:**

We will ensure data is accurate and kept up-to-date, and will rectify or erase inaccurate data without delay.

- **Storage Limitation:**

We will retain personal data for no longer than is necessary for the purposes for which it was collected.

- **Integrity and Confidentiality:**

We will ensure the security and confidentiality of personal data through appropriate technical and organizational measures.

- **Accountability:**

We will be accountable for compliance with GDPR and DPA 2018 principles.

3. Patient Rights

As a data controller, we recognize the rights of individuals under GDPR, including:

- **Right to be informed:** We will provide clear and transparent information about how we process personal data.
- **Right of access:** Individuals have the right to request access to their personal data.
- **Right to rectification:** Individuals have the right to request the correction of inaccurate data.

- **Right to erasure (right to be forgotten):** Individuals have the right to request the erasure of their personal data in certain circumstances.
- **Right to restrict processing:** Individuals have the right to request the restriction of processing of their personal data in certain circumstances.
- **Right to data portability:** Individuals have the right to receive their personal data in a structured, commonly used, and machine-readable format.
- **Right to object:** Individuals have the right to object to the processing of their personal data in certain circumstances.
- **Right not to be subject to automated decision-making:** Individuals have the right not to be subject to decisions based solely on automated processing, including profiling, which produce legal effects concerning them or similarly significantly affect them.

4. Data Sharing

We may share personal data with other NHS organizations, Kings College/UCL or third-party providers for the purpose of providing healthcare services, or to pursue research into the effectiveness of this programme and according to our contract with NHS North London Mental Health Trust. Sharing will be subject to strict agreements on how the data will be used and will comply with the principles of GDPR and DPA 2018.

5. Data Security

We will implement appropriate technical and organizational measures to ensure the security of personal data, including:

- **Access controls:** Restricting access to personal data to authorized personnel only.
- **Staff training:** Providing staff with regular training on data protection and confidentiality.

6. Data Retention

We will retain personal data for no longer than is necessary for the purposes for which it was collected, in accordance with our records management policy and relevant NHS guidelines.

7. Data Breach Notification

In the event of a data breach, we will notify the relevant regulatory authorities and affected individuals in accordance with our data breach notification procedure and legal obligations.

8. Contact Information

For any questions or concerns regarding this policy or data protection matters, please contact our Data Protection Officer Frances Pairaudeau at [\[info@adhdactionnetwork.com\]](mailto:info@adhdactionnetwork.com).

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