

Privacy statement – CAMHS self-referral form

How we use your information

The personal information you enter via the CAMHS self-referral form is used to assess whether you or the young person being referred could receive support from our service. Information is only shared with the people who need to process your request.

Who can access your information

A small number of CAMHS staff have access to information from the self-referral form. In order to ensure the smooth running of the website, a team of website administrators also have access to the forms for technical support purposes. This includes a small number of staff at VerseOne, who host and provide technical support for our website. You can see their confidentiality policy here: <https://verseone.com/policies>.

How we store your information

When a web form has been submitted, an email notifying the CAMHS team is sent. This email contains no personal information. The email contains a link to a secure web address where the form can be securely downloaded and saved within our protected Trust computer network.

How long we store your information for

We store personal information for as short a time as possible. Your details are deleted from our web system as soon as a member of the CAMHS team has downloaded your referral.

Removal of your information from our records

You are entitled to request that we remove any personal information we have about you stored within our systems at any time. Please note that this right is not absolute in relation to healthcare and there may be times when this does not apply. For further information please contact our Data Protection Officer, Andrew Haw: DPOenquiries@nottshc.nhs.uk.

Contact us

If you have any questions about the way the website uses information, please email communications@nottshc.nhs.uk.