Consent form

Speaking Up Support Scheme - support to move forward after a speaking up process

**Your Data**

Please read the following information regarding how your data will be used. To ensure we enable participants to receive the full benefits of the scheme and its contracted services provided, we are required to process your personal data as described below.

[NHS England’s Privacy Notice](https://www.england.nhs.uk/contact-us/privacy-notice/) describes how we use personal data and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.

**We are collecting / processing personal data about you for the following purpose(s):**

* To process your application to the Speaking Up support scheme
* To progress your development on the Speaking Up support scheme, including sharing and receiving some personal data with service providers for psychological support sessions, career coaching and personal development
* To contact you in relation to your application and progress
* For equalities monitoring in an anonymous form as required by the Public Sector Equality Duty
* For the purposes of evaluating the scheme.

**The information we will collect includes:**

* Application dataset
* Supporting information provided on application
* Health and wellbeing session
* Equalities monitoring information form
* Reporting from service providers to the scheme
* Your feedback of the scheme for evaluative purposes.

**The legal bases for this processing are:**

* Where we process your personal data for the purposes specified above in relation to the Speaking Up support scheme, we use UKGDPR Article 6(1)(a): consent
* Where we process special categories of your personal data as part of the Speaking Up support scheme, including data concerning your health, we use UKGDPR Article 9(2)(a): Explicit Consent
* Where we process special categories of your personal data for equalities monitoring purposes, we use UKGDPR Article 9(2)(b): Employment, social security, and social protection.

**Your personal data is received and used by:**

* The Speaking Up support scheme team and selection panel members in NHS England
* We have contracted external providers to supply participants with an initial health and wellbeing assessment, coaching services, personal development, psychology services and feedback from participants for the purposes of evaluating the scheme. These organisations, are acting as data processors on behalf of NHS England. We will share your name, email address and telephone number with the external providsers so that they can contact you and support you effectively
* As part of these services an independent provider will provide NHS England with outcome data relating to the scheme, such as information on attended sessions, goals, service feedback, summary letters and anonymous reporting for the purpose of evaluating user experiences and outcomes of the scheme.

**Your data will be stored for the following period:**

Retention of personal data for the Speaking Up support scheme will be in line with best practice guidance provided by the Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016.

All the information provided by scheme participants is treated in the strictest confidence. The minimum necessary information is disclosed to the team managing the scheme who will administer and assess the application, and if an application is successful, to staff from the organisations who will be providing services to as part of the scheme delivery to participants. NHS England’s retention schedule can be accessed [here](https://nhsengland.sharepoint.com/TeamCentre/TCO/infogov/Pages/Retention-schedule.aspx).

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| --- | --- |
| I consent to NHS England processing my personal data for the purposes of my application for and participation on the Speaking Up support scheme, and the processing of my personal data and special category data by external providers for the purposes of psychological services, career coaching and personal development services\*, and to provide outcome data to the Speaking Up support scheme team. | Yes  No |
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| I agree that by making an application or being accepted to join the scheme will not become part of any tribunal case and the support scheme, its personnel and internal and external contractors does not accept any liability. | **Yes  No** |

\*This includes initial health and wellbeing session, group sessions, one to one psychological sessions, career coaching, evaluation and learning and development interventions.

Signature (by completing this box you are giving an electronic signature)

|  |  |
| --- | --- |
| Name/Signature |  |
| Date |  |

You have the right to withdraw your consent at any time, to do this please contact [speakingupscheme@nhs.net](mailto:speakingupscheme@nhs.net). However, if you decline consent, we will be unable to move your application any further.