

**Purpose of the data gathering:**

The purpose of this data gathering will be explained on the first page.

Data retention:

Children and young people's data should be retained until their 25th birthday if the young person was 17 or under, following discharge from a Compass service, or until their 26th birthday if they were 18 at the time of discharge or eight years after death. Adults' data should be retained for eight years following discharge from the service or death. Once the retention date has passed data should be securely destroyed unless National or Local guidance is in place extending the retention period. All children, young people's and adults service user records must be disposed of securely.

Lawful Basis for Data Processing:

Compass processes data to provide health services, in line with our legal obligations. For statutory services such as the National Child Measurement Programme, the legal basis is compliance with these requirements. Consent will be sought for any personal information you provide.

Voluntary Participation:

Participation is entirely voluntary. You may withdraw at any time.

Who We Share Your Information With:

Your information will not be shared without your consent, except in circumstances of safeguarding or legal obligations. Data may be shared with organizations like local authorities or the NHS to improve service quality, but it will always remain anonymized and non-identifiable.

Right to Withdraw and Data Subject Rights Post Submission:

You have the right to apply for access to any records/information kept by us about your care at any time via a Subject Access Request.

If you want to see your care records, you or an appropriate adult can make a request in writing to the service that is providing your care. Please ask a member of staff about how you can complete this request and they will provide you with the support to do so.

You also have the right to withdraw your consent at any point. If you wish to do so, please discuss the reasons for this with your key worker in the first instance. This is so you understand what will happen as a result of withdrawing your consent so you can make an informed decision.

You also have the right to request deletion of your personal information. If you wish to do so, please discuss this request with your key worker who will explain the process that you will need to follow.

Data Controller Information:

Compass is the sole data controller of the data.

Contact Information for Inquiries:

If you have concerns or questions regarding your data, please contact your Compass key worker or the service manager. You may also raise a formal complaint in accordance with our Complaints Procedure, which staff can explain to you.