

# Drug and Alcohol Data Privacy Notice (DPN)

## Introduction

Reading Borough Council commissions a specialist drug and alcohol treatment service, which is currently provided by IRIS Reading. When individuals present to the service for help and support with their drug and alcohol use, information about them is collected by practitioners during their assessment and the course of their treatment. This includes personal information, information about the treatment they receive and any other contact with the service (for example, if someone has left a message for their keyworker explaining that they would be late for an appointment, the person who took the message may have recorded this on the individual's records).

Drug and alcohol services are commissioned through the Wellbeing team, located in Reading Borough Council's civic offices.

Reading Borough Council  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU

Reading Borough Council's Data Protection Officer (named below) is responsible for monitoring compliance with data protection legislation, informing and advising the organisation about data protection, and acting as a first point of contact for supervisory authorities and individuals whose data is processed by the Council.

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## What Personal Data is held?

The following information is collected from individuals who access specialist drug and alcohol treatment and used by practitioners to deliver the most effective and appropriate treatment.

- Full names
- Full address and other contact details provided
- Name and address of GP
- Names, designation and organisation of any other professionals working with the individual
- Details of any learning difficulties or disabilities or any mental health diagnoses
- Names and ages of dependents

- Any appointments scheduled, including notes taken by the practitioner. This might include whether the individual attended and engaged well during the session, any particular issues raised and actions agreed, any tools or tests used by the practitioner, and any reasons given for not attending or leaving early.
- Telephone calls, text messages or other communications between the service provider and the individual.
- Equipment taken from and returned to needle exchange (this section of the system is only accessible by needle exchange staff).
- Prescriptions issued by the service provider and details of pharmacy where they are dispensed.

Drug and alcohol services collect certain information to be reported to Public Health England (PHE) via the National Drug Treatment Monitoring System (NDTMS). A summary of the information required is provided below. For full technical details, please refer to PHE documentation [here](#).

***The following are submitted to PHE via the NDTMS:***

- |                                  |   |
|----------------------------------|---|
| Client details -                 | Initials, Date of Birth, Gender, Ethnicity (as defined in the OPCS census categories or 'not answered) and Nationality at Birth. These are collected at assessment and are not updated. Initials, Date of Birth and Gender are used to identify where different treatment episodes are associated with the same individual.   |
| Treatment episode details -      | Dates of referral and assessment for treatment, the individual's address and whether they have presented with any housing need, whether they are pregnant or have children and whether they are living with children, which drugs they use or have used in the past and in what quantities, whether they are drinking alcohol and in what quantity, whether they are injecting drugs or have been tested for blood borne viruses, and date and reason for discharge from treatment. These are collected at assessment and are not updated for the duration of the individual's uninterrupted engagement with specialist drug or alcohol treatment. If the individual leaves and re-enters treatment, these items will change in the subsequent treatment episode. |
| Treatment intervention details - | Details of a specific type of treatment that the individual receives within the   |

treatment episode, including referral, start and exit dates and the methods the practitioner has used. More than one Intervention can be received during a single treatment episode. An indication of the amount of time each week that the individual spends in treatment is also recorded.

Treatment outcome details - Practitioners are required to discuss outcomes from treatment with their clients at least every six months and record the amount of each drug and/or alcohol they are currently using, details of their involvement in crime, how often they have worked or been in education, whether they have secure housing, and their rating of their physical and psychological health.

If the individual attends a drug treatment assessment following arrest for an offence which may be related to their drug use, or are referred to treatment in the community following release from prison, treatment providers are also required to record information on their involvement with the criminal justice system and the offence which led to their arrest or time in custody.

#### **How will the data be stored?**

The information is stored in the Theseus case management system which is supplied and supported by Cyber Media Solutions Limited. Cyber Media operates procedures in accordance with ISO 27001 and have been approved under the NHS IG Statement of Compliance. The information is located on a Cyber Media server hosted externally in a BSI accredited ISO27001 data centre and operated by Cyber Media staff. Access to the system is locked to specified IP addresses and the system can only be accessed using a username and ISO 27001 strength password. The system requires password change on a monthly basis. Enforced timeouts occur after a period of non-activity.

#### **What is the legal basis for the collection, use and storage of the data?**

This information is collected, used and stored in order to fulfil a contractual obligation with those attending the drug and alcohol service. In other words, it is necessary for the drug and alcohol service to collect this information so that they are able to deliver the most appropriate treatment to their clients.

## How long will the data will be stored?

We keep client's information for ten years from the point it ceases to be active (i.e. ten years after most recent discharge from treatment).

## Who will it be shared with and for what purpose?

Information collected and entered on to Theseus includes information that drug and alcohol treatment services submit to Public Health England via the National Drug Treatment Monitoring System (NDTMS).

The data items contained in the NDTMS dataset are intended to support the following:

1. Provide measurements that support the outcome and recovery focus of the government's drug strategy, such as:
  - proportion of clients successfully completing treatment,
  - proportion of clients that do not return to treatment following a successful completion,
  - value for money,
  - housing and employment,
  - health and quality of life outcomes, and
  - support for children and families of drug and alcohol dependents.
2. Provide information which can be used to monitor how effective drug and alcohol treatment services are and help to plan and develop services that better meet local needs.
3. Produce statistics and support research about drug and alcohol use treatment.
4. Provide measurements to support the Public Health Outcomes Framework

[From PHE - NDTMS Adult drug and alcohol treatment business definitions \(core data set N\) - Feb 2017.](#)

Reading Borough Council's Multi-Agency Safeguarding Hub (MASH) is responsible for coordinating and responding to all local safeguarding and child protection concerns. If MASH approach Reading Borough Council Officers with access to Theseus or IRIS Reading to seek information about an individual who has presented to treatment, they will share information about that person's engagement with treatment and any risks identified. MASH will use the information they collect to make a decision about what next steps should be taken and it is unusual for information to be shared beyond the MASH team. If onward referral is necessary, a referral to Children's Social Care and the Police will be initiated. Where information is regarded as sensitive, it will not be passed on even in these circumstances and relevant agencies will be asked to contact the treatment provider directly for more information.

The national Troubled Families Programme identifies households who are likely to be placing a high demand on local services and enables local authorities to work with them to address issues such as worklessness, involvement in crime and anti-social behaviour, absence from school, emotional or mental health problems, domestic abuse, drug and alcohol use and long-term health conditions. Reading DAAT shares information with the Troubled Families team to enable them to identify families who are eligible for the programme. Where information provided to the Troubled Families team is matched successfully with more than one other dataset, a household is identified as eligible and their information will be used by the Office of National Statistics to produce reports evaluating the effectiveness of the programme.

In certain circumstances information may be shared with law enforcement agencies for the prevention or detection of crime. This will always be in accordance with policy of the current service provider, as well as the data protection act. In addition, aggregate information which does not identify individuals may be provided to other Council departments to improve the efficiency of their services.

No data will be transferred outside of the EU.

**Service users' right to access their personal data and to have their data corrected or deleted.**

Any individual can request to see all personal information that is held about them by Reading Borough Council by making a Subject Access Request. Subject Access Requests can be made by following this link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection).

Anyone whose personal data is held by the Council has the right to have their data corrected, the right to have their data deleted and the right to put a complaint to the Information Commissioner's Office (ICO).