



Department
of Health &
Social Care

Appendix 3

Easy read privacy notice

Early support hub evaluation

Easy Read



This is an easy read version of some hard information. It may not include all the information but will tell you about the important parts.



This easy read information uses words and pictures. You may still want help to read it.



Some words are in **bold** – this means the writing is thicker and darker.

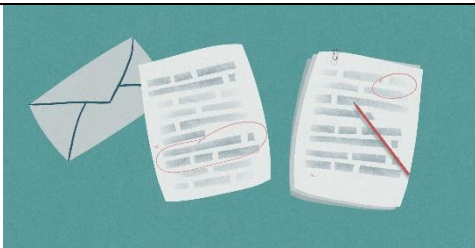


These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

Introduction



We will be getting information about you.

It is the law that organisations must keep information safe and secure.


To do this, we must let you know that we have information about you, and how we will use it.

This is called a **privacy notice**.

The privacy notice will tell you:

- Why we need information about you
- What we do with information about you
- Your rights about how your information is used.

Who we are

 Department of Health & Social Care	<ul style="list-style-type: none">• The Department of Health and Social Care are leading a project on Early Support Hubs.
	<ul style="list-style-type: none">• The Mental Health Policy Research Unit are doing the evaluation of this project. They are based at University College London.• This means that they are looking into importance of the work that Early Support Hubs do.

What information we get



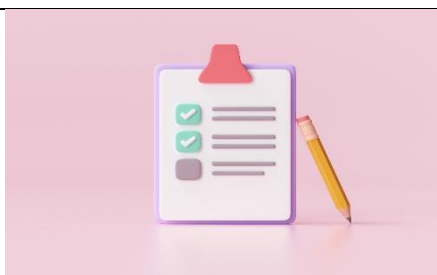
- We will ask you some questions. Some of them might not apply to you. They will be about:
- Age
- Gender and gender identity
- Ethnicity
- Sexual orientation (who you are attracted to)
- Job
- Living situation
- Where you live
- Disabilities
- Contact with the care system
- Autism and ADHD diagnosis
- Free school meals
- Satisfaction survey
- The services you got
- The dates of the services
- The outcomes of the services

Why we want this information



- We are asking [insert hub] to collect this information. We want to make sure that children and young people receive the right kind of support for their mental health and wellbeing.

Where we get the information



- From you.
- From the hub you have been to see.

Who we share this information with



- We will share your information with people from University College London (UCL). who will only use it to understand the support you got.

How we keep this information safe



- We are asking you to provide this information **anonymously**.
- This means that none of the information you provide could be used to identify you.
- The research team at UCL will keep the information for 10 years.

Your rights



The information we keep about you is yours.

You can tell us not to share your information if you do not want us to.

You can ask to see a copy of your information.

- You can ask us to change any information if you think it is wrong.

How to complain



You can write to our data protection officer if you have questions or you are not happy about the way we use your information.

You can do this yourself or ask someone who supports you to do this.

Send a letter or email to:

Data Protection Officer
1st Floor North
39 Victoria Street
London
SW1H 0EU

Email: data_protection@dhsc.gov.uk

If you are not happy with our response, you can complain to the Information Commissioner's Office. You can contact them on their website:

www.ico.org.uk

[Or write to them at:](#)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to this privacy notice

We review this privacy notice sometimes. We last updated it on 01 August 2024.

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