



Department  
of Health &  
Social Care

## Sharing personal details with DHSC to see if IPS works well – your choice

The Department of Health and Social Care (DHSC) is the part of the UK Government with the responsibility of improving the lives of people who are affected by drug and alcohol use.

Individual Placement and Support (IPS) supports people who are affected by drug and alcohol use into employment. It involves intensive, individual support, and a rapid job search followed by in-work support for both the employee and the employer.

DHSC is supporting the running of IPS for those in drug and alcohol treatment and wants to understand if it is working well.

The outcomes being monitored are:

- Changes to your employment status
- Changes to income tax and National Insurance paid
- Treatment outcomes

### Using your data

The treatment or support service currently helping you collects information to help them do that job. That information is described as personal data because it has the potential to identify you as an individual. You can help improve lives and support available (to yourself and others) by agreeing to share some of that personal data with DHSC.

If you choose to share your data, DHSC will use data about you to help understand where and when IPS works. If you choose to share you can still change your mind at any time without this affecting your legal rights or access to any services you are using, including IPS.

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If you choose not to share your data, you won't see any difference in the treatment or support you personally receive. But without your data it will be more difficult for DHSC to help improve lives and the support available to those who need it

### Why we collect your data

We collect your data to carry out analysis of the different outcomes that we are interested in, which are listed above. The analysis will look at the changes in these outcomes over the 18 months after you start accessing IPS.

### What data we collect

DHSC is the data controller – this means that DHSC exercises overall control over what is done with the data.

We will collect data about people accessing IPS from two sources, as outlined below.

#### Personal data

We will collect the following types of personal data:

- Full postcode
- Date of birth and age
- Sex
- National Insurance number
- Information about when you start and finish paid employment
- Information about any income tax and National Insurance contributions you pay

#### Special category data

We will also collect special category data, which is personal data that needs more protection because it is sensitive. The special category data we use is:

- Information about your treatment for drug or alcohol use
- Information about your ethnic origin

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You can read more about special category data at the Information Commissioner's Office website <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

## Sources of your data

We collect data about you from two sources. These are:

- Data about drug and alcohol treatment, and when you start accessing IPS from the National Drug Treatment Monitoring System (NDTMS) held by DHSC
- Data about your employment start and end dates, as well as tax and National Insurance paid from Her Majesty's Revenue and Customs (HMRC)

## The legal basis for processing your data

Data protection legislation requires us to have a valid legal reason to process and use personal data about you. This is often called a 'legal basis'.

[UK General Data Protection Regulation] ([link](#)) (UK GDPR) requires us to be clear with you about the legal basis we rely on to process information about you. The legal bases we rely on for processing this information are:

GDPR Article 6(1)(e) "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"

GDPR Article 9(2)(i) "The processing is necessary for reasons of public interest in the area of public health (e.g., ensuring the safety of medicinal products)"

GDPR Article 9(2)(j) "The processing is necessary for archiving purposes in the public interest, for historical, scientific, research or statistical purposes, subject to appropriate safeguards"

## Who your data will be shared with

Your information will only be shared with members of the DHSC IPS project team who have had special training and who work using a secure system. Only they will see any information that could identify you as a participant.

We need to share some information with Her Majesty's Revenue and Customs (HMRC) to help us to track the outcomes we are interested in. HMRC will receive your initials, date of birth, post code and National Insurance number.

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All personal information used to monitor outcomes will have identifying information removed before any reports are published.

### How long we keep your data

Personal data will be kept either for as long as is needed to undertake the purposes described in this privacy notice, or for the period required by law or other regulations, whichever is longer. Once the data has been used as described, DHSC will securely delete all identifiable IPS data.

### How we protect your data and keep it secure

DHSC securely protects the information it holds and has dedicated storage areas for research data, which have controlled access. There are also comprehensive policies and processes to make sure that users and administrators of DHSC information know their obligations and responsibilities for the data they have access to.

Our partners at HMRC have similar measures in place. They are used to working with sensitive personal information and keeping it safe. Data shared by DHSC with OHID will only be used for this specific purpose and deleted after the match has taken place so there is no permanent record at HMRC that you have been in treatment.

There are no international transfers of IPS data. All data is stored on hard drives located in the UK or servers located in the UK.

### Your rights

By law, you have a number of rights and processing your data does not take away or reduce these rights under the UK General Data Protection Regulation and the UK Data Protection Act 2018.

You have the right to:

- Ask for and receive copies of information about you
- Get information about you corrected if you think it's inaccurate
- Limit how your information is used – you can ask for it to be restricted, for example if you think it's inaccurate
- Object to your information being used
- Get information deleted

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Some of these rights may not apply when the data is being used for research. We will let you know if this is the case.

There are also some circumstances in which we cannot delete your data. For example, if it has been anonymised and we cannot tell which data relates to you.

For general queries about DHSC's data collection that your support worker cannot help you with you can contact the team managing the data collection by email at [ips@dhsc.gov.uk](mailto:ips@dhsc.gov.uk)

### Contact us or make a complaint

We will always try to respond to concerns or queries that you have about your data.

If you are unhappy about how your personal data is being used, or if you want to complain about how your data is used as part of this programme, you should email [data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk) or write to:

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

If you are still not satisfied, you can complain to the Information Commissioner's Office (ICO). You can find out how to contact them at the ICO website: <https://ico.org.uk/global/contact-us/>

Their postal address is:

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

### Changes to this privacy notice

This privacy notice is kept under review and will be updated if necessary. All updated versions will be marked by a change note and version number. This is version 1.1 and is the second version used.

### Change note

Version 1.1: 'full name' removed from the list of personal data collected

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## Consent form – to allow personal data to be shared with DHSC and HMRC to help monitor Individual Placement and Support

Complete this consent form if you want to agree to share your personal data with the Department of Health and Social Care (DHSC)

I confirm that I have read the privacy information (privacy notice) above (dated 9<sup>th</sup> May 2022, version 1.1) describing use of personal data about me. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.

I consent to my service provider sharing my personal data with DHSC for the purposes outlined in the privacy notice above and published at NDTMS.net

I understand that the privacy notice may be updated to address new public health needs, new technologies, new regulatory requirements, change in name of the data controller, or for other purposes.

I understand my decision to share data is voluntary and that I am free to withdraw consent at any time without giving any reason and without my treatment provision or legal rights being affected.

I understand how I can find out about changes to the privacy notice in the future and how I can exercise my rights (including changing my mind to share data and asking for my data to be deleted).

For DHSC's purposes relating to IPS, to facilitate collection of my personal data from HMRC, I agree to DHSC receiving personal data from IPS teams so DHSC can share data with HMRC for a limited time and restricted use. This data will identify me as a person with support needs related to drug and/or alcohol use but that will exclude any details of my treatment.

Name of person accessing IPS	Date	Signature
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Name of person obtaining consent	Date	Signature
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Position: \_\_\_\_\_

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