



Scottish Government
Riaghaltas na h-Alba
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Information we obtain and hold about Family Nurse Partnership Clients and their Children

Privacy Notice

Who are we ?

We are the Scottish Government's Children and Families Directorate and the NHS Scotland health boards participating the Family Nurse Partnership.

Are we allowed to ask for personal data about you and your child/children?

Yes, we have legal powers to request data with regards all children and young people who are taking part in the Family Nurse Partnership (FNP).

Why do we need this data about you and your child/children?

We need this information about you and your child/children in order to:

- plan and deliver better policies for the benefit of all parents, or specific groups
- better understand some of the factors which influence the way in which FNP is delivered
- share good practice
- plan the family nurse workforce
- target resources better
- enhance the quality of research to improve the lives of people in Scotland

More information about the Scottish Government's Children and Families Directorate is available at <https://www.gov.scot/children-and-families/>

More information about how we use your data is available at <https://www.nhsinform.scot/>. It is also available in leaflets you can obtain from your health board and family nurse.

Where do you get the data about me or my child/children from?

The majority of the data about you and your child/children is initially received through your family nurse. The family nurse has a range of forms that they will complete during visits with you and these will be inputted on to the FNP computer system. Some additional data may come from social work or other partner organisations. This information is regularly kept up-to-date on systems managed by the NHS Scotland, e.g. your local health board, the CHI system and the FNP system.

Do we share your data ?

Family nurses will collect a range of information and some of this will be held electronically on the FNP computer system and some on case notes. Some of this information is shared with the Scottish Government for legal duties with regards to families and children health. Scottish Government will receive anonymised statistical data about the FNP services provided by health boards. Scottish Government will only receive identifiable information for specific purposes.

This could include to initiate a research project or service evaluation and any information is limited to professional staff undertaking specific, specialist roles. You could be contacted and requested to take part in this, however, you can refuse at any time and this will not affect any of the services you receive.

Your information may also be shared within other organisations and parts of NHS Scotland so that we can provide the FNP service (e.g. NHS Education for Scotland provides digital services to run the FNP computer system on behalf of your local Health Board).

Where else do we get data about you and your child/children from?

On rare occasions, we may use data such as data contained within health visiting records and health checks to enable us to gain a fuller understanding of the FNP programme and your needs.

Who is processing the data about me and my child/children for this project?

The source for this data about you and your child/children is information held on the FNP computer system which is held in your local health board and NHS Education for Scotland.

Does all the data about my child/children that is shared with you come from a single data source?

Most of the data comes from the FNP computer system. The FNP computer system may check we have your correct details by undertaking some verifications with the NHS Community Health Index (CHI) system. The CHI system contains a number that identifies you and no one else when receiving NHS Scotland services. You may have been assigned to this number when were born or when you first registered with a GP.

How is the information about me and my child/children shared with you?

NHS Education for Scotland will make available the data held about you and your child/children on the FNP computer system to your Family Nurse using secure transfer software and processes for collecting and validating data.

How do you collect and store the data about me and my child/children?

The transferring of data about you and your child/children between health boards and Scottish Government uses secure software for collecting and validating data. The storage of this data about your child/children within Scottish Government, is managed effectively in the FNP computer system by the Digital Team at NHS Education for Scotland.

Some of your data may also be stored in paper or electronic case notes held securely by your family nurse within your local health board systems.

Will my child/children be able to be identified from the data?

Sometimes your child will be identified from the data, e.g. family nurses need to have access to identifiable data in order to provide services to you and your child/children.

The FNP will not publish or make publicly available any information that allows you or your child/children to be identified. The FNP will send anonymised statistical data to the Scottish Government about services provided by the health boards.

How do I know what data about me and my child/children has been used by the FNP ?

Health Boards and other public bodies who originally collected the data from you and the family nurses are required to provide privacy notices to you and your children to explain how your personal data (data about you and your child/children) will be collected and used, and who it will be shared with. This privacy notice explain that. There is more information in the NHS Inform website: How the NHS handles your personal health information.

<https://www.nhsinform.scot/care-support-and-rights/health-rights/confidentiality-and-data-protection/how-the-nhs-handles-your-personal-health-information#legal>

How long will you keep the data about me or my child/children?

Data held about you and your child/children within the FNP computer system is regulated by the NHS Scotland Records Management Code of Practice and the Scottish Government records management policies.

How do you ensure ethical standards are met?

Any sharing or linkage of data about you or your child/children will be done under the strict control of specialist professional staff within Scottish Government and NHS Scotland, and will be consistent with our data policy and the National Data [Linkage](#) Guiding Principles.

Decisions on the sharing or linkage of data about you and your child/children will be taken in consultation vary carefully with relevant colleagues and individuals within and outwith FNP and a decision will be made by the independent NHS Scotland Public Benefit and Privacy Panel. At all times your and your child's rights will be respected.

What are my individual rights?

Current data protection and privacy legislation gives you and your child many rights.

You have the right to find out what information we hold about you. If you want to know what information the family nurses hold about you, you can ask your health board following the process explained in the NHS Inform website: [How the NHS handles your personal health information \(your rights\)](#).

If you want to know what information the FNP team at Scottish Government holds about you, you can request this information by email or by post as explained here: <https://www.gov.scot/about/contact-information/how-to-request-information/>

You also have other rights that are explained in detail here:

<https://www.nhsinform.scot/care-support-and-rights/health-rights/confidentiality-and-data-protection/how-the-nhs-handles-your-personal-health-information#rights>

What if I have concerns?

If you have concerns about the way the family nurse or the health board is using your data, you can contact the Data Protection Officer (contact details available in the NHS Inform website and your local health board website).

If you have concerns about the way the Scottish Government is using your data, you can contact the Scottish Government Data Protection & Information Assets team dpa@gov.scot or by writing to the FNP team at: Children and Families Directorate, Area 2B-South, Victoria Quay, Leith, Edinburgh, EH6 6QQ.

If things are not resolved by your health board or the FNP team at Scottish Government, you may raise a formal complaint with the Information Commissioners Office at casework@ico.org.uk.