

# COVID CAMHS Survey Privacy Policy

## General information

You have been invited to take part in this survey because your child is a patient in our service. The aim of this survey is to investigate the mental health, social and physical health problems related to COVID-19 (coronavirus) pandemic. The information you give us will be accessed and analysed by South London and Maudsley NHS Foundation Trust (SLaM) staff and researchers.

It is important that you understand why the survey is being carried out and what your participation will involve. Please take time to read the following information carefully and contact us if you have any questions.

## What is this survey about?

CAMHS teams want to know how families who are accessing SLaM services are experiencing during the COVID-19 pandemic. We are principally asking questions about mental health, social and physical health problems related to COVID-19, as we believe these are important areas that are affected by current circumstances, and most relevant to clinical care. We are using a standard set of questions from the international project CoRoNaVirus Health Impact Survey (CRISIS) combined with validated behavioural and emotional measures commonly used with SLaM CAMHS settings. This information will be analysed by your local CAMHS team, and then used to plan services and care provision. The information you provide will become part of your child's SLaM clinical record.

## Do I have to take part?

Your participation is completely voluntary. You may withdraw at any point during the questionnaire for any reason, before submitting your answers. Please note that by answering the questions, we understand that you are happy to participate in this survey and we have your consent to use your responses in our research. You can opt-out of future surveys by ignoring follow-up emails or contacting us.

## What will happen if I decide to take part?

You will be invited to answer some questions that will help us understand how COVID-19 is affecting you and your child's health and wellbeing. The questions will cover various areas, such as family life and relationships, your child's mental health, care and education, work-family balance and relevant changes due to the COVID-19 outbreak.

You will be asked at the end of the survey whether you wish to provide your child's mobile phone number so we can send him/her a link to the survey. The questions will be about his/her own emotions and behaviour, experiences of education and his/her lifestyle.

The survey should take about 15 minutes to complete and you can take a break and come back to it if you wish.

## How will my data be used and who will have access to my data?

The data will be managed and analysed in the strictest confidence by SLaM approved staff and researchers. The survey responses will help to inform understanding about the impact of COVID-19 on mental, social and physical health of families accessing CAMHS community and will further help us identify the areas in which families might need support.

The information you give us will be put into a report and attached to your child's clinical record. It will be shared with your child's keyworker in the South London and Maudsley NHS Foundation Trust and it will be used to support direct care services.

## How will my data be gathered and stored?

All information will be gathered confidentially on the Qualtrics server (Qualtrics privacy statement: <https://www.qualtrics.com/privacy-statement/>) and will be stored in a SLaM network drive that aligns with SLaM Information security policy and governance protocol for storing electronic health records. In accordance with GDPR, personal identifiable information will be pseudo-anonymised within SLaM environment. Only the SLaM clinical systems team will be able to link clinical information from the SLaM's electronic clinical records system to survey response. No patient identifiable information will leave the SLaM firewall. The only information that will leave the SLaM firewall will be a unique code number, and your child's first name. We include your child's name to help you identify which child the survey refers, as many families may have several children attending CAMHS. Any analysis conducted using patient survey will be carried out by NHS staff using SLAM BRC Clinical Records Interactive Search (CRIS) database under the CRIS governance procedures (please see <https://www.slam.nhs.uk/research/cris>).

## How long will my data be stored for?

Data will be retained according to The Records Management Code of Practice for Health and Social Care 2016 that specifies that mental health records should be retained for 20 years after a patient is discharged or 8 years after the patient has died. However, data will be retained within the health records as per SLaM's clinical records policy.

## Protection of personal data

Your data will be processed with care and in compliance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 and according to NHS regulations within The [Records Management Code of Practice for Health and Social Care 2016](#).

King's College London and South London and Maudsley NHS Foundation Trust are the sponsors for this survey are based in the United Kingdom. SLaM will act as the data controller which means that we are responsible for looking after your information and using it properly.

If you would like more information about how your data will be processed in accordance with GDPR please visit the links below: <https://www.slam.nhs.uk/about-us/privacy-and-gdpr> ,

## What are the risks of taking part?

. In the unlikely event of a data breach occurring, given the non-identifiable nature of the questions and the anonymised nature of the data, we view the risk of individual harm the individuals as low.

### **Who do I contact if I have a concern about the survey and/or if I need further information?**

The COVID CAMHS survey is being conducted by researchers from King's College London and South London and Maudsley NHS Foundation trust. If you have any concern about any aspect of the survey and/or you need any further information, please do not hesitate to contact us by email at [cyp\\_covidsurvey@slam.nhs.uk](mailto:cyp_covidsurvey@slam.nhs.uk)