**Individual Funding requests (IFR)**

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| **Data Controller(s)** | NHS North East Lincolnshire CCG |
| **Purpose** | To fund specific treatment for you for a particular condition that is not covered in our contracts with providers. Individual Funding Requests provide payment agreement for exceptional cases to receive specialist treatment, not routinely provided on the NHS, on a case by case basis. |
| **Type of information Used** | Identifiable: Personal (such as name, address, date of birth) and Special Category (health information) – to make individual funding decisions based on exceptionality.  Anonymous – to provide reports for analysis of payments made.  Pseudonymised – for audit purposes to enable the quality of the service to be monitored and assessed. |
| **Legal basis** | GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller.  GDPR Article 9(2)(h) processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems and services. |
| **How we collect (the source) and use the information** | Information required to make individual funding decisions submitted by primary and secondary care regarding the referral for specialist treatment. The CCG will only use the identifiable information we collect to process and retain the request for funding in line with the retention schedule for the Records Management Code of Practice for Health and Social Care 2016.  This process is carried out with the consent of the patient (attained by the requesting provider) to satisfy the Common Law Duty of Confidentiality. |
| **Data Processors** | North of England Commissioning Support |
| **Your Rights** | With regards to Individual Funding Requests under GDPR you have the right:   * To be informed about the processing of your information (this notice) * Of access to the information held about you * To have the information corrected in the event that it is inaccurate * To restrict or stop processing * To object to it being processed or used * Not to be subject automated decision-taking or profiling * To be notified of data breaches |
| **How long we will keep the information** | The organisation has adopted The Records Management Code of Practice for Health and Social Care 2021. Data will be retained in accordance with this code and the accompanied retention schedule. |
| **Who we will share the information with (recipients)** | GP’s, health and care organisations involved in delivering or arranging the Individual Funding Request. |