

CHANGE OF CIRCUMSTANCES

Full Name			
Section 12 Expiry		Approved Clinician Expiry	
Professional Reg. No.		Date of Birth	
Current Post	Substantive/ Independent/Retired/Training/GP/FME		
	Locum – Start Date:		End Date:
Grade		Speciality	
Employer			
Work Address			
Work Tel No			
Mobile No			
Work Email			
Locum Agency Address			
Agency Phone			
Home Address			
Confidential for office records; only available to approval administrators			
Home Tel No			
Home Email			
ON CALL INFORMATION			
Contact Number(s)			
Hours available for call out	Yes please tick	No Please Tick	Other – Please State
Regular Working Hours			
Out of Hours			
Languages Spoken			

I CONSENT TO MY INFORMATION BEING HELD FOR THE REASONS BELOW, SIGNED _____

I understand by completing and submitting this form to Winterhead Approvals Office, my name, employment address and telephone numbers, grade and re-approval date will be added to the Mental Health Act 1983 approvals database. The approvals database is maintained on behalf of the Secretary of State and is used by AMHPs, police, employers, ICBs, courts, prisons to ascertain that a clinician has the appropriate approval under the Mental Health Act. The Data Protection Act 2018 and General Data Protection Regulation apply. By entering this process my documents will be stored electronically and shared electronically with the Approvals Panel for reasons set out in the accompanying Privacy Notice.

Return to:
midlandsoffice@winterhead.co.uk

PRIVACY NOTICE

This notice has been prepared to comply with the General Data Protection Regulation.

The Approval Panel is one of four regional panels that are appointed by the Department of Health and Social Care to manage the application and approval processes for clinicians wishing to act as Section 12 doctors or Approved Clinicians under the Mental Health Act 1983.

Where Section 12 or Approved Clinician status is granted by the Approval Panel to a clinician, certain personal data, including name, employment address and telephone numbers, grade and re-approval date are added to the Mental Health Act 1983 approvals database and stored electronically. The Data Protection Act 2018 and General Data Protection Regulation (GDPR) apply.

Information on the approvals database may be shared with certain professionals and organisations that have a routine need to ascertain that clinicians have the appropriate approval under the Mental Health Act 1983. Primarily this will include local authorities and Approved Mental Health Professionals, and will also include police, NHS Trusts and Foundation Trusts, ICBs, courts, and prisons. By way of example, your information may be retrieved by a user searching for Section 12 doctors working in a particular geographical area.

This is therefore a public task under the GDPR. The processing is necessary for the Department and its Approval panels to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Access and use of the MHA Database is subject to current Data Protection legislation and regulation. This includes The Data Protection Act 2018 and the GDPR, as well as related legislation including the Computer Misuse Act 1990. Only personnel authorised by the Department of Health and Social Care, or by the four regional Approval Panels, can access and use the Database. Such personnel are obliged to sign an agreement recognising that it is an offence to replicate and disseminate information contained on the database.

On expiry of a clinician's approval, or after a request to be removed from the database, personal data may be retained in an archive for a period of six years. This is to allow for a timely reactivation of your approval status as well as to provide evidence of a clinician's previous approval status.

The Approval Panel will also keep personal data pertaining to a clinician's application for approval as is necessary to perform its function of considering such applications and granting approval.

Under the GDPR, you have the following rights:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You are asked to consent to these arrangements on the bottom of the form change of circumstance form.