Town Hall

St Ives Road

Maidenhead

SL6 1RF

Date: As Postmark

**Dear Parent or Guardian**

**How We Will Be Using Your Information**

The Achieving for Children Health Visiting and School Nursing Service in the Royal Borough of Windsor and Maidenhead aims to provide our Service Users with the best care possible. We assess the effectiveness of the care we provide so that we can continually improve and we do this by collecting information about the type of care you receive.

The NHS collects data about Community Services such as Health Visiting Services, School Nursing Services and Diabetes Services, and data about you and your children, such as referrals, assessments, diagnoses, activities and, in some cases, your answers to questionnaires.

The data is securely sent to NHS Digital which is the central organisation that receives the same data from all publicly-funded Community Services across England. NHS Digital removes all identifying details and combines the data we send with the data sent by other care providers, forming the Community Services Data Set (CSDS).

The data set is used to produce anonymised national reports that only show summary numbers of, for instance, clients referred to different types of services. It is impossible to identify any individual client in the reports, but the reports do help us to improve the care we provide to all our service users.

**No information that could reveal your identity is used in national reports.**

The benefits to our clients include the following:

* Making sure Community Services are available to all service users in all areas by measuring the care that is being delivered.
* Better care by monitoring progress in order to allow future services to be planned.
* More personalised and better organised care for service users through understanding what care is needed nationally.

To gain an accurate picture and therefore the most benefit, data has to be collected from as many service users as possible.

If, however, you would prefer not to have your information used in this manner, you have the right to decline by letting us know. This will not affect the service we offer to you in any way.

You can contact our service by calling the telephone number or using the email address in the letterhead at the top of this letter in order to contact the appropriate service for your child / children (0 to 5 years for Health Visiting and 5 – 19 years for School Nursing).

If you would like to find out more about how we use the information we gather, please speak to a member of staff.

Yours faithfully

Achieving for Children

Health Visiting & School Nursing Service