





**“Involving You”
Expression of Interest Form for
Service Users, Parents and Carers**

Please complete this form if you are a user of Leicestershire Partnership NHS Trust (LPT) services (including carers or family members of persons accessing LPT services) and interested in getting involved in various projects within LPT. For more information regarding our Involvement Offer, please visit; <https://www.leicspart.nhs.uk/get-involved/involving-you/>

	Name:
	Address:
	Telephone/Mobile:
	Email:
How would you prefer to be contacted?	Telephone/Mobile <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>
Are you a member of LPT's Volunteer Network?	Yes <input type="checkbox"/> If yes, have you previously attended an LPT Induction? <input type="checkbox"/> No <input type="checkbox"/>

Leicestershire Partnership NHS Trust (LPT) is part of the NHS and provides the following services across Leicester, Leicestershire and Rutland. Please tick if you have accessed any of the below services, or supported someone to access these services (please tick more than one box if required);

Adult Mental Health Services – includes: inpatient and community services, services for people who come into contact with the criminal justice system, inpatient and community eating disorder services, mental health crisis services, Leicester Recovery College (an NHS college offering a range of recovery focused educational courses for people with lived mental health experience).

Adult Learning Disability Services – includes: inpatient and community services.

Families, Young People and Children's Services – includes: Child and Adolescent Mental Health Services (CAMHS) in the community & inpatient settings, eating disorder services, children's services including public health nurses (health visitors and school nurses), immunisations, child paediatrics, child therapy services, child learning disability services.

Community Health Services – includes: inpatient physical health services in Community Hospitals including all therapy services, community physical health services including district nursing & community therapy, mental health services for older people in the community and inpatients, podiatry services, specialists inpatient and community mental health services e.g. Huntington's Disease Service.

Please tick if you have cared for or supported someone that has accessed any of the above services.

Next steps

Once complete, please post your completed form using the Trust's Freepost address at: [Freepost LPT Patient Experience](#)

Alternatively you can complete this form online at <https://www.leicspart.nhs.uk/get-involved/involving-you/>

What next? We will add you to our Service User/Carer database where you will receive newsletters regarding current and future engagement/involvement opportunities.

We will also invite you to come along to a virtual Introduction to Involvement workshop where we will provide you with;

- Information about LPT
- Current and future virtual involvement opportunities
- Virtual training and support available
- Capture your areas of interest (if not already completed)
- Reward and Recognition Policy
- Your Involvement pack

How we store your information

Personal information is uploaded to a secure folder within the Trust network where only the Patient Experience and Involvement Team will have access.

How long we hold your information

Your data will be held in accordance with the Records Management Code of Practice for Health and Social Care, where information for patients is retained for a minimum of eight years following the completion of the purpose for which it was taken.

How we will use your information

The Patient Experience and Involvement Team will contact you about possible engagement and involvement opportunities for various projects across Leicestershire Partnership NHS Trust (LPT). We will never pass your details onto third parties, and will only contact you with LPT opportunities.

The basis on which we process your information

By providing the information you are consenting to us processing your information in order to make you aware of various opportunities to be involved in projects across LPT

Your rights

- **Right to be informed:** This form provides the basis upon which you agree to the purpose for us holding your information, and the reasons you will be contacted about.
- **Right of access:** You have the right to obtain confirmation about the information that the Trust processes about you, and the right to obtain a copy of the information held.
- **Right to erasure (right to be forgotten):** You can ask the Trust to delete the details we hold on you for the purpose of engagement and involvement. The Trust will remove your data from the engagement list, and will confirm that this has taken place within 1 month of receipt of your request, and you will no longer receive emails in regards to LPT involvement opportunities.
- **Right to restriction of processing:** You have the right to ask the Trust to restrict the information that we process about you.