



## **Privacy Notice & Data Consent Form Kirklees Health Trainer Service**

### **(Including Looking after Me and Carer Journey Sessions)**

The Health Trainer Service takes your data and privacy seriously and will only use your data in ways that you have consented. We use the information that we collect about you in order to assess your need for support against our commissioning specification. It will also enable us to determine if there are other options available to you from our partners in health, community and voluntary organisations. This information will be stored securely and you have the right to see the information we hold about you at any time.

#### **The categories of information that we collect, process, hold and share include:**

- Personal Information (Title, Name, Date of Birth, Address, Contact Information)
- Characteristics (Gender, Ethnicity, Disabilities, Long Term Health Conditions, Language, Religion)

#### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you access to the Health Trainer Service
- Monitor the demographic of the people we work
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

#### **The lawful basis on which we use this information**

We collect and process information about you, we require you to provide consent for us to do this. If you do not consent or withdraw this at a later date, we may be unable to continue to support you with this service.

In some cases, special categories of personal data such as Racial or Ethnic origin, Religious beliefs and Health associated data is also required.

By signing this form you are providing your consent for us to collect and store your personal information so that we can provide you with a service detailed above.

#### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will access your information for the duration of our intervention with yourself up to 12 months, however it will remain on the specified social care database (Excel) in accordance with Kirklees Councils retention schedule for up to 3 years after death or cessation of the service, unless you request a right to erasure. We will do this to comply with statutory requirements; in case of legal claims/complaints; for safeguarding purposes and service evaluation.

## Who we share this information with

We routinely share this information with:

- **Other Services within Kirklees Council ie:** Children & Adult Social Services, Financial Services, Health Services and Early Intervention & Prevention.
- **National Government Departments ie:** Employment Services & Emergency Services
- **Other Partners ie:** Community Health Services ie: GP, Community Sector, 3<sup>rd</sup> Sector, Voluntary Sector, Charitable Sector and Housing.

There may be circumstances where we need to share your data with other organisations or services which aren't listed above. We will obtain your consent prior to doing this.

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact:

**Health Trainer Service Team Manager 01484 414774.** If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

## Consent

You have the right for someone to sign on your behalf as a nominee, please state below:

**Name:**

**Date:**

	<b>Signature</b>	<b>Date</b>
<b>Other Services within Kirklees Council</b>		
<b>National Government Departments</b>		
<b>Other Partners</b>		

If there is any information that you do not wish to be shared or any person/s or organisations that you do not wish us to contact or share information with then there is space to put this on the form.