

Privacy Policy

Self Management Grants– Processing information

All applications

We need to process your information under the lawful bases of 'contract' and to fulfil our 'public task'.

Your application form will be shared with the Argyll and Bute Health and Social Care Partnership (HSCP) Public Health team for the purposes of recording and auditing the process of awarding grants. It will be stored on a secure NHS drive which only members of the Argyll and Bute HSCP Public Health team have access to.

Your application form will be shared with a scoring panel to enable them to score your application. The scoring panel will include 1 or 2 members of Argyll and Bute HSCP Public Health team, an A&B HSCP team lead, and a representative from the Third Sector Interface

Contact details in applications

Your contact details from your application may be used to get in touch with you:

- if the scoring panel need further information in your application
- for feedback on, and evaluation of, the effectiveness of the Self Management grant
- in reference to your invoice, if you are successful
- about your monitoring report, if you are successful
- for other reasons related to the Self Management grant

Unsuccessful applications only

Unsuccessful applications will be kept by the Argyll & Bute HSCP Public Health team and you may be contacted by them in the future regarding your application. We do this to help support potential projects. Your application will not be kept for longer than one year after the end of the financial year that the application was made in.

Successful applications only

The details from your application including your name, organisation and contact details will be added to a Self management grant database. The database is stored on an NHS server and is maintained by Argyll and Bute HSCP Public Health team.

Details of successful projects will also be shared in the Public Health team annual report and be widely shared through social media and at relevant meetings such as the Community Planning Partnership groups and relevant HSCP meetings and reports.

Use of the Self Management grant database

The details from your application that are stored on the database will be used for a number of things:

- To email you your notice of success
- To send you your monitoring report form, when it is due
- To record whether monitoring information has been completed
- To monitor the distribution of the SM grant
- To evaluate the SM grant effectiveness

Grant application invoices

Grant application invoices will be seen by Argyll and Bute HSCP Public Health team and NHS Highland finance department. The finance department may get in touch with the contact details on your invoice if they have any queries regarding your invoice.

Monitoring reports

You are asked to provide case studies to support the evaluation of your project. These will be published on the Health Argyll and Bute Website – <http://healthyargyllandbute.co.uk/case-study/>

It is your responsibility to ensure that the information you provide does not contain personal information and that there is no copyright for the information provided.

Duration of application and supporting documents storage

Your application and relevant supporting documents to your grant, i.e. invoice, monitoring report, and the details added to the database will be stored by the NHS in line with the Scottish Government guidance on Records Management for the NHS. This is to ensure monitoring of all funds granted can be evidenced and reported on.

Your rights

You have the right to request to see what personal information we hold and for the information held to be corrected if appropriate. Please do inform us of any changes to the contact details that you have provided us.

Our contact details:

High-UHB.ABHealthImprovement@nhs.net

NHS Highland data protection notice is available here:
<http://www.nhshighland.scot.nhs.uk/Pages/YourRights.aspx>

If you have any concerns regarding data protection you can raise these with the information commissioner: <https://ico.org.uk/>