

Argyll and Bute Health and Social Care Partnership Public Health team Privacy policy – Training and Events (Dec 2019)

We ask for the following information:

Name

Organisation (if applicable)

Position (if applicable)

Email address

Optional

Consent for future contact

Consent for name to be shared with NHS bodies (applicable for particular training programmes only)

Why do we need this information?

We record this information to monitor who has booked on and attended the training and events we offer and to be accountable for the funding provided for these events. Your information is therefore held due for us to carry out our 'public task'.

We may also ask about dietary and access requirements for the training or event but this information will only be used for planning the event and not stored further.

We will use your contact details to provide you with any information about this event e.g. location, time, programme, any preparation needed. We will also contact you regarding evaluation of the event that you have attended.

In some circumstances we may ask for your consent to share your details with other NHS bodies such as NHS Education for Scotland. In these cases we will tell you which information we will share, and explicitly ask for your consent for this.

We would also like to be able to inform you about future events or projects including development days and training events, related to health and wellbeing in Argyll and Bute. We will only contact you about other events if you consent to this.

How long will we keep your information?

Your details will be stored on secure NHS servers. We will not share your details with anyone outside of Argyll and Bute HSCP Public Health team, except with your permission in the instances detailed above.

We will keep a record of your attendance at our events for up to 7 years after the event. After this, the record will be deleted.

If you ask to be contacted about future events, you will be told how to be removed from this distribution list each time you are emailed.

Your rights

You have the right to change your mind about consenting to being contacted about future events or projects. Please contact us by email to inform us of this. You have the right to request to see what personal information we hold and to have information updated and rectified if it changes.

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/>