



PRIVACY INFORMATION NOTICE

This is for children and young people who come to the Self Management workshops run by Children's Health Scotland. We will make sure to keep any information you give us about you safe. There is a law called the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR) which helps to keep us right about personal information.

What Information we hold	Why we hold this
<u>Personal Information</u> <ul style="list-style-type: none">• Name• Date of Birth• Age• Parent / Carer's Name• Address• Phone Number• Email Address	'Legitimate Interests'. It allows us to identify you and get in touch with you or your parent / carer.
<u>Special Category: Health and Social Care</u> <ul style="list-style-type: none">• Health Condition• Medication (e.g. insulin)• Allergies• Other (information from your health professional, your parent/carer or you about your health and wellbeing).	This information is more sensitive and private. This helps us to keep you safe and make sure our workshops meet your needs.
<u>Special Category: Research and Statistics</u> <ul style="list-style-type: none">• Racial or Ethnic background• Religion or Belief• Refugee or Asylum Seeker status	We use this information to find out if we are reaching out to people of different backgrounds. However this is <u>optional</u> and you do not have to agree to give us this.

How we store your information: Your personal information will be kept privately and securely. Only certain people in our organisation can see this. We will keep paper information in a locked cabinet and electronic information encrypted (password protected).

Sharing information - Sometimes we may have to share some information about you with other professionals (eg your specialist nurse or consultant). You have agreed we can share with them if we need to.

We will never share your personal information with any another third party unless noted here, unless we check with you first, or unless the law says we have to.

Your rights about your personal information - The GDPR law gives people certain rights about information held about them.

A person can ask an organisation to inform them about their personal information. This is what this privacy notice does. A person can ask an organisation to get delete their information; to change it if it is not right; to ask it not to be used any more or to limit its use. They can ask for a copy of the information, for it to be given back to them or given to someone else that they choose.

You can ask us to do any of this but first we will make sure you understand what you are asking. If we feel you don't or you are unsure then your parent or carer can ask for you.

There may be reasons why we cannot do some of what you ask but if so we will explain.

The Information Commissioner' Office (ICO) is the UK organisation which looks at data privacy for people and their rights. To find out more about rights visit www.ico.gov.uk

To ask us for any of these rights: email enquiries@childrenshealthscotland.org

You have the right to complain to the (ICO) if you are worried about the way your personal information is being used if we aren't able to sort things out. www.ico.gov.uk

How long we keep information: We will keep your information for seven years after the end of our self management project. We will then delete it securely and confidentially. But you can ask us to remove it earlier than that. We will just make sure you understand what this means.

Our Website: Our website has information about the project you may find interesting. <https://www.childrenshealthscotland.org/project/lothian-self-management/>

If you use our website, social media or sign up for our e-news, you can read our website privacy information policy on <https://www.childrenshealthscotland.org/privacy/>

Online Services: You may decide to join an instant messaging group set up by the Project depending on your age. By joining you are sharing your name and mobile phone number with the group. If you join you should read the messaging group's privacy policy.

You can also read our Group Ground Rules for Safe and Appropriate Use of WhatsApp on <https://www.childrenshealthscotland.org/project/lothian-self-management/>

Other: We do not make decisions about the use of your information using automated processes (that is with no human involved).

You don't have to give us any personal information because it is part of a contract or a law.

Who we are: Children's Health Scotland is a Registered Charity No. SC006016 and a Registered Company No 100114 with its registered office at 22 Laurie Street, Edinburgh, EH6 7AB. Our registration reference number with the Information Commissioner's Office is Z9730402.

You can contact us by writing to the registered office address, by using our website contact form, by email to enquiries@childrenshealthscotland.org or by telephone on 0131 553 6553.

If you need this information in another language/format, please get in touch enquiries@childrenshealthscotland.org Telephone: 0131 553 6553.