



PRIVACY INFORMATION NOTICE

Children's Health Scotland is committed to safeguarding any personal information you give us. When you give us personal information we will make sure we meet our obligations to keep it safe under the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR). This privacy notice is for the information of parents/carers whose child or young person is referred to/takes part in our Lothian Self Management Programme. A separate privacy policy is available for the child and young person.

The Information we hold, why and what we do with it

We collect, store and use (process) the following personal information: name of parent/carer/child, address, email address, phone number, your child's age and date of birth. This information is provided on the form from the referring agency (eg NHS Lothian) or from the self referral form. The basis for processing this information is that it is legitimate for us to do so to provide your child with a service in the form of our self management workshops.

We also process sensitive information (now called special category information) about your child's health/ medical condition. We may receive this information from the referral form and also from you or your child/young person.

The basis for processing this information is that it is in our and your child's legitimate interests that we do so. Having this information means that we can provide the best service to your child. It also means that we know of any issues relating to your child (eg if they have to take insulin or have allergies) that may have safety implications or similar. The special category is health and social care.

We also process special category information about racial/ethnic background, religion or belief, refugee/asylum seeker status. This helps us to monitor equality of opportunity to our service. We only process this information if we have consent to do so and it is anonymised. The special category is research and statistics.

We may use your contact details to phone for feedback about your child/young person's progress. We will only do so if you have agreed to this. We do this to find out how we may have helped and how we can improve. We use anonymous feedback to report to our funders but we will never identify individuals.

Tell us if any of your details change so we can keep our records up to date.

Online Services: Your child, provided they are of the minimum age to do so, may choose to join an instant messaging group set up by the Project. If they join they should read the group's privacy policy. By joining your child will be sharing their name and address with the messaging group.

How we store your information

Any information you or your child provides will be kept confidentially and securely in a locked cabinet and encrypted electronically. This personal information will only be available to those in our organisation who need this in order to provide our service, to contact you/your child or to provide information.

Who personal data will be shared with

There may be occasions when certain information about your child needs to be shared with other professionals in agencies involved in their care. You (if your child is under 16 years) and/or your child have consented to the sharing of information under such circumstances.

We will never share any personal information provided with any other third party unless specified here, unless we check with you first, or unless the law requires us to do so.

Your legal rights in relation to personal data

Under the GDPR you have the following rights: You have the right to be informed about your personal information; to request access to your personal information; to ask us to rectify the information if incorrect; to ask for it not to be erased where it is no longer necessary for the purpose for which it was collected; to restrict our processing of your information; you can object to the use of your personal information where the processing of your data is based on consent; you have the right to data portability; and rights in relation to automated decision making and profiling.

There may be reasons why we are unable to delete, change, stop or restrict how we use your data depending on the law but if this is the case we will explain this to you. To find out more about your rights visit the ICO website. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To make any of these requests contact enquiries@childrenshealthscotland.org

You also have the right to complain to the ICO if you have any concerns about the way your personal data is being handled and we have been unable to resolve this. www.ico.gov.uk

Your child's rights in relation to their personal data It is your child who has a right of access to their information, even if they are too young to understand the implications of these rights. In such cases their rights are likely to be exercised by the person with parental responsibility for the child.

If Children's Health Scotland receives a request about a child's personal information we will have to come to a view as to whether the child/young person has the understanding to act on their own accord (Competency test). If we feel this is not the case then we would ask their parent/carer to act on behalf of their child.

How long we keep information: We will keep this for seven years after the end of our Lothian Self Management Project. We will then remove the details from our records securely and confidentially. You can however ask us to remove your information earlier than this by emailing enquiries@childrenshealthscotland.org

Other: We do not make decisions about the use of your or your child's personal information using automated processes. The provision by you or your child of personal data is not part of a statutory or contractual requirement or obligation.

Our Website: Our website has information and resources which you may find of interest. If you use our website, social media or subscribe to our e- newsletter please read our website privacy information policy on <https://www.childrenshealthscotland.org/privacy/>

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.

Children's Health Scotland is registered with the Information Commissioner's Office (ICO) registration reference 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 require this information in another language/format, please get in touch enquiries@childrenshealthscotland.org Telephone: 0131 553 6553.

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