

## **Health All Round Privacy Statement**

The General Data Protection Regulations which came in to force on 25<sup>th</sup> May 2018 introduced changes to the information that we must provide to individuals relating to the collection, use and storage of their personal data. This privacy notice incorporates these new requirements:

### **Physical Activities Service**

Health All Round may receive information about you from your GP or other health professionals. Usually this is limited to referral forms for our Active Steps programme. This information includes: Any relevant diagnosis (eg. Type 2 Diabetes/ High Blood Pressure etc;) Your date of birth; Contact details and a brief description of your needs (eg. dietary advice, cooking classes, gentle exercise etc.) On occasion your GP or health professional may provide additional information.

More information regarding your needs, the services you wish to participate in and emergency contact details, will be collected when you register.

In order to ensure that you fully benefit from our service, and partner services your information may be shared with the following organisations:

*The Health Agency (Wester Hailes)*  
*Edinburgh Leisure*  
*Napier University*

If we share your information with any other partner organisations (eg. new partners) we will seek your consent first. Agencies will only receive information about you if it is necessary in order to enrol you for their services or if it is required for safety reasons.

### **Community Link Worker Service**

The Link Worker role is to support people, referred by their GP, to access and engage with community resources that will help people to improve their health and wellbeing. Our Link Workers will receive a referral form from your GP with a brief description of your needs and any relevant medical information. This service is run in close partnership with NHS Lothian and information received from GP's and/ or yourself on registration will be shared with NHS colleagues as appropriate. This may include:

*GPs*  
*Community Psychiatric Nurses*  
*Health Visitors*

Information will only relate to your health needs, services attended, support received etc.

## **All other services**

There is no formal referral system for any other Health All Round service. We will only hold the information that you provide when you register for those services.

If you are registering for counselling, CBT or Anxiety Management you will be requested to complete a few short forms from time to time to assess your mental wellbeing. This allows us to keep people safe and ensure that they have benefitted from our services.

Some of our counsellors record their counselling sessions. They will always ask your permission before doing this and you may refuse if you wish. It will not affect your counselling in any way. If counsellors keep written notes they will be made anonymous and stored securely.

All Health All Round services are confidential and we will not share information unless significant risk of suicide or harm to others has been identified. If risk has been identified information will only be shared with agencies/ individuals who need to know in order to reduce the risk. We will keep a record of all communications of this nature. This information will be stored securely according to the 2018 Data Protection Act.

If you wish to see the information that Health All Round holds on you please make your request in writing to the manager at the office address or by e-mail :

Catriona Windle: [catriona@healthallround.org.uk](mailto:catriona@healthallround.org.uk)

You will be required to attend the project in person and provide identification in order to view this information. No data will be shared that compromises any other individual's safety or privacy.