

As you may be aware, on 25 May 2018, the law regarding Data Protection changed. The General Data Protection Regulation (GDPR) will apply to all organisations that process data. Under the new Regulation, services are required to advise individuals on how their data is used. This information takes the form of a Privacy Notice. Please find enclosed the Privacy Notice for the NHSCT Cook It! team.

Privacy Notice

Cook It! Team

Northern Health & Social Care Trust (NHSCT)

Please note- Throughout the main body of this document the Cook It! Team will be known as 'the service'

What information does the Cook It! Team collect from you?

Due to the many reasons people contact and/or use the service, a range of personal data is held and processed mainly for nutrition related purposes. The amount of data held varies depending on the reason you are in contact with the service. Examples of this data include: your name; contact address and postcode, telephone number; work email address; gender; employment details, past experiences in relation to working with groups and delivering nutrition/health related programmes and potential future nutrition work, resources or equipment borrowed and information relating to health inequalities. This list is not exhaustive.

Why does the Cook It! Team collect this information and what is it used for?

- To allow the service to respond to requests for talks, workshops, food displays at health fairs and/or lend food resources and equipment
- To tell you about nutrition training opportunities and related courses e.g. I Can Cook It!, Food values, Choose to Lose etc.
- To maintain the services records about what training you have attended
- To ensure you are informed about changes and updates in the science of nutrition and nutrition programmes, through update emails and the service newsletter
- To provide your support when delivering nutrition programmes or other nutrition sessions
- To pass on details of organisations or individuals seeking nutrition programme delivery or wishing to attend a nutrition programme
- To inform you about nutrition resources available to you and to allow the service to respond to requests for these, keep a track of them and update out of date resources as required
- To tell you about financial grants that are available to you and for the service's records of these
- To invite you to nutrition updates
- To allow the service to share information with funders about the areas and types of people that nutrition information is being delivered to and to prepare statistics for the NHSCT's activity and performance.
- To get your valuable opinion on programmes and services and to help in the evaluation and development of these.

Who might the Cook It! Team share your information with?

As a service which aims to promote good balanced nutrition and help reduce health inequalities within the NHSCT area, the service may occasionally need to share your information, with your consent, with other services within the NHSCT E.g. Health Improvement Department etc. Your data may also be shared with other organisations such as the Public Health Agency where data is in a non-identifiable format. This list is not exhaustive. There may be other extremely rare occasions where the service has a legal duty to share your personal information.

What does the Cook It! Team do with your information?

The NHSCT has a legal duty to ensure that all personal data relating to clients is held securely. The service complies with strict policies and procedures regarding the management of, and access to, this data. We store information electronically on a secure data base. Some information may be stored manually in locked filing cabinets and secure offices.

How will it affect me if I do not want to provide information?

The purpose of using your information is to provide you with a safe nutrition service. Not providing information could have a significant effect on the appropriate service that the Cook It! Team and others provide to you.

How long does the Cook It! Team keep hold of your information?

Your information is retained for as long as is necessary for the service to fulfil the purposes described in this notice, unless you request it is removed. As a general rule, however, the service retains the information you provide when you express interest in or apply for a nutrition programme, as well as any updates you make to that information, for the duration of your involvement with it. For talks, workshops, health fair input and resources, the service retains information for a period post input, to help direct and support future work. Where appropriate, records are retained in line with the Department of Health's Good Management, Good Records' Retention and Disposal Schedule which can be accessed online at:

<https://www.gov.uk/government/publications/departmental-records-retention-and-disposals-policy>

Please contact the Cook It! Team if you have any questions about this Privacy Notice or the information that is held about you

You may contact the service on:

Phone: 02825635276

Email: CookIt@northerntrust.hscni.net

Kind Regards,

Cook It! Team

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