**Privacy Notice – GP training – Managing Malnutrition Together**

**Regional Prescribing Support Dietetic Service**

**Northern Health & Social Care Trust (NHSCT)**

***Please note- Throughout the main body of this document the Regional Prescribing Support Dietetic Service will be known as ‘the service’***

**In order for the service to help provide a service for you we need to know some information about you. Personal information that we process about you is governed by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)**

**Why does the Regional Prescribing Support Dietetic Service**

**Team collect this information and what is it used for?**

We collect this information as it helps to review the training and education provided by the service, ensuring it is of the highest standard.

**What kind of information is being collected?**

We only collect the information we need to. This includes your name and your Practice Number. This is collected directly from you on completion of this survey.

**How long is the information kept for?**

We will retain your information in line with specific guidance issued by the Department of Health in Northern Ireland. Your records will only be maintained by the service for the period of the initiative. Once the team has completed your Practice and if required, contacted you regarding any additional training needs, highlighted by you– we will no longer use your personal information.

**What protections are in place to ensure non-disclosure of information?**

The Northern Health & Social Care Trust takes your privacy seriously. Staff will only access your information on a strict “need to know” basis. All staff have a legal duty to keep your information safe and confidential and are aware of their responsibilities in regards to your privacy. In compliance with legislation the Trust has a range of measures in place to protect paper and electronically held information.

If you have any additional queries or concerns about the use of your information you can contact: Information Governance Department, Causeway House, 8e Coleraine Road, Ballymoney. BT53 6BP

Tel: 028 276 61277

**Please contact the Regional Prescribing Support Dietetic Service**

**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:  0776 721 5999

          Email: Elizabeth.armstrong@northerntrust.hscni.net