

Privacy Notice

Community Dietetic Health & Wellbeing Team (CDHWT), Belfast Health & Social Care Trust (BHSCT)

What information does the Community Dietetic Health & Wellbeing Team collect from you?

Primarily, we collect personal information relating to the delivery, development and improvement of service provided by the CDHWT in line with legislation and governance requirements.

The type and amount of data held depends on the reason you contact the CDHWT. Examples of data held include: name; contact address and postcode, telephone number; work or preferred email address; gender; employer details, past and present experience working with groups and delivering nutrition/health related programmes; resources or equipment borrowed. This list is not exhaustive.

Why does the Community Dietetic Health & Wellbeing Team collect this information and what is it used for?

- To allow the CDHWT to respond to requests for talks and online sessions, workshops, food displays at health fairs and/or lend food resources and equipment
- To complete progress monitoring reports for Public Health Agency (PHA), who fund the CDHWT

For those trained or requesting to be trained in nutrition programmes, the information is also used :

- To inform tutors, potential tutors and organisations of nutrition training and updating opportunities and related courses e.g. walk leader training, food hygiene training etc .
- To maintain the CDHWT records about what CDHWT training you have attended
- To keep you updated about changes in the science of nutrition and nutrition programmes,
- To support you when delivering nutrition programmes or other nutrition sessions
- To inform you about nutrition resources available to you and to allow the CDHWT to respond to requests for these, keep a track of them and update out of date resources as required
- To advertise financial grants that are available to you and for the CDHWT's financial reporting
- To request valuable feedback from you to help in the evaluation and development of programmes

Who might the Community Dietetic Health & Wellbeing Team share your information with?

- The PHA - for contract monitoring purposes.
- Given the nature of online forums, in relation to online webinars, if the chat function is used the chat is stored indefinitely and remains accessible to others taking part in the session. It is important to note that contact information (for example a Skype ID) may be shared and stored by others on the online session. Use of a work Teams account to access calls/webinars will leave a call history on their employers system. This is highlighted to those who wish to attend the webinar prior to webinar delivery.
- We occasionally need to forward details of organisations or individuals seeking nutrition programme delivery or wishing to attend a nutrition programme to partner organisations delivering relevant programmes (e.g. Belfast Health Development Unit [BHDU], BHSCT Health Improvement

Department, Community Care Hub within the BHSCT and some community organisations.). In such cases, we contact individuals to request their consent in writing.

There may be other extremely rare occasions where the CDHWT has a legal duty to share your personal information.

How does the BHSCT secure your information?

The BHSCT has a legal duty to ensure that all personal data is held securely. The CDHWT complies with BHSCT policies and procedures regarding the management of, and access to, this data. Information is stored electronically on a secure data base. Information collected manually in the past, is archived and stored as per UK General Data Protection Regulation (UK - GDPR).

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

Your information is used to provide you with a safe nutrition service. Not providing information could have a significant impact on the service the CDHWT provides to you.

How long does the Community Dietetic Health & Wellbeing Team keep hold of your information?

Unless you request it is removed we will only keep your information for as long as necessary, in line with the CDHWT Disposal and Retention Details document (Jan 2020). This is based on the guidance issued by the Department of Health in Northern Ireland (Good Management Good Records Retention and Disposal Schedule).

Please contact the CDHWT if you have any questions about this Privacy Notice or the information that is held about you

You may contact the service on:

Phone: 028 9504 3068

Email: CDHWTeam@belfasttrust.hscni.net

References:

CDHWT Disposal and Retention Details (Jan 2020).

General Data Protection Regulations (GDPR). 201, The GDPR is retained in domestic law now the transition period has ended [Data protection law - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/departmental-records-retention-and-disposals-policy)

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May 2020

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