

# Our Privacy Notice

## Who we (Charlton Athletic Community Trust) work with

Our Health Improvement Team are commissioned by the Royal Borough of Greenwich Public Health, Oxleas Foundation Trust and other organisations in your local healthcare network. We work together to deliver health service programmes and refer to these organisations as partners.

## Information we collect about you

The aim of the Health Improvement programme is to support, educate and improve people's long term health. To do this we need to collect and record information about you. The information you give us will be used to provide you with highest quality support through our health programmes. We understand that you value your privacy and the security of your personal information.

## The type of information we may ask you to provide us

Personal Data:

Address, date of birth, next of kin and your preferred contact details.

Health Information:

This may include details of

- Height
- Weight
- Blood Pressure
- Cholesterol
- Blood Sugar
- Nicotine replacement therapy (smoking cessation only)

Other details are noted about your general wellbeing and behaviour change support.

As part of providing a professional, safe and efficient service, there is certain information that we record. This includes, activity levels and goals, as well as advice, support given, referrals and bookings made to other organisations. This information won't be shared with anyone else except under the circumstances explained below in 'Sharing Information'.

## Sharing Information

We are committed to being open and honest with you about how we intend to use your data.

The information held about you will not be shared for any reason, unless:

- You ask us to do so
- We ask you and you give us specific permission

There are certain times where we may be required by law to share information, we will consider these types of request on a case by case basis and will always consider obtaining consent first before making a final decision.

For example where public interest or safeguarding overrides the need to keep information confidential. The types of people we may ask you for permission to share information with include your doctors (GP and hospital) and other health professionals such as school nurses.

We may also share information with our commissioning partners for statistical purposes and this information will be anonymised.

We take our responsibility for keeping your personal and sensitive information secure. Health information shared with our partners is sent securely.

Sharing this information will assist our partners and the NHS in developing and improving future programmes. Anyone who receives information from us also has a legal duty to keep this information confidential, subject to recognised exceptions of the types listed above. Confidential clauses are included in our information sharing agreements and third party contracts.

## Your Rights

You have the right to confidentiality under the Data Protection Act 2018, GDPR, the Equality Act 2010 and the Human Rights Act 1998 and the common law duty of confidence.

We comply with the NHS Code of Practice on Confidentiality and our staff have a requirement under their professional Code of Ethics to keep records about you confidential secure and accurate.

All our staff complete Data Protection Training and our contacts of employment contain a requirement to keep client information confidential.

Our guiding principle is that we hold your records in strict confidence.

## Your right to view your health record.

You have the right to ask for a copy of all Health Improvement records about you. Your request may be made in writing to the CACT, Data Protection Officer. We are required to respond to your request within 30 days.

You will need to give adequate information in order for our staff to locate your information. You will be required to prove ID, for example a passport, full driving license, birth certificate or credit/debit card before any information is released to you.

If you think any information we hold on you is inaccurate or incorrect, please let us know by contacting the Data Protection Officer, contact details are below:

**Email:** [DataProtectionOfficer@cact.org.uk](mailto:DataProtectionOfficer@cact.org.uk)

**Telephone:** 0208 850 2866

**In writing to:** Charlton Athletic Community Trust, Head Office, CAFC Training Ground, Sparrows Lane, New Eltham, SE9 2JR

A full copy of our Privacy Notice is held on our website  
Charlton Community Trust  
<http://www.cact.org.uk/policies>



COMMUNITY TRUST  
At The Heart Of The Community  
CELEBRATING 25 YEARS  
1992 - 2017