



Aspire Health Referral Service Transparency Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Aspire Health Referral Service
Sport and Health Improvement Team
Wakefield One
PO Box 700
Burton Street
Wakefield
WF1 2EB

Email: aspirereferral@wakefield.gov.uk

Telephone: 01924 306069 / 307811

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

We use your data:

- To provide you with information, and services
- To notify you when a referral is received and when onward referrals have been made
- To update you about any changes to our service or provision
- To deal with complaints and comments
- To prevent and detect fraud or crime
- To improve our service

The Aspire Health Referral Service is part of the Wakefield Council Sport and Health Improvement Service. All our programmes seek to improve overall health and wellbeing by

raising awareness, educating and supporting various behaviours which contribute to referred residents' maintaining a healthy weight.

Referrals to the Aspire Health Referral Service can be submitted either online via the self-referral portal or by a health or other professional using a referral form. The details from both the referral form and the self-referral portal are inputted and saved onto our secure database. Only designated members of the Aspire Health Referral Team have access to this system. Referrers are contacted using various methods to gather relevant information in order for the Team to allocate to the most suitable/appropriate service. Multi-Disciplinary Team meetings take place regularly and cases may be discussed at these meetings.

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Personal information we collect about you from the online self-referral portal or from your referring health professional:

- Your Name, Address, Date of Birth, Gender, Ethnicity, Disability status, E-mail address and Telephone number(s)
- Your NHS number, GP practice, Biometric data, Health status, Medical conditions, Prescribed medication, Blood results and Medical History and whether you are pregnant or have given birth in the last 6 weeks

To enable us to provide our full service to you we may share your information with Mid Yorkshire Hospital Trust, Oviva Ltd, Slimming World, Maple Health, Castleford Tigers Trust, MoreLife and other internal or additional teams - along with the original referrer, who may be your GP or other professional.

Should you decide not to provide any of the information we request from you, unfortunately we will not be able to assess your needs and therefore will be unable to give you access to appropriate services.

3. What authority does the Council have to collect and use this information?

We collect and process your information under Article 6(1(b and e)) and Article 9(2(h)) of the General Data Protection Regulation.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 2 years, after which time it will be deleted from our systems. The reason for keeping information for this period of time is because it contains relevant information relating to patient records that may be essential if you return to the service within this timescale.

5. Your rights and your personal data

Under the General Data Protection Regulation you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.