

Our Privacy Notice

Who Charlton Athletic Community Trust work with

The Charlton Athletic Community Trust (CACT) Health Improvement Team is commissioned by the Royal Borough of Greenwich, Oxleas Foundation Trust and other organisations within 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.

Type of information we may ask you to provide

As part of providing a professional, safe and efficient service, there is certain information that we record.

Personal Data:

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

Health information:

This may include details such as:

- Height
- Weight
- Blood Pressure
- Cholesterol
- Blood Sugar
- Nicotine replacement therapy (smoking cessation only)
- General wellbeing and behaviour

Our work with you:

This may include details such as: your activity levels and goals, our advice and 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 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 1998, GDPR 2018, 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

Telephone: 0208 850 2866

In writing to:

Charlton Athletic Training Ground
Sparrows Lane
New Eltham
London
SE9 2JR

A full copy of our Privacy Notice is held on our website:

cact.org.uk/policies

