**Health and Wellbeing Academy Privacy Notice**

The Health and Wellbeing Academy, at the College of Human and Health Sciences, offers a range of affordable and flexible services to support the health and wellbeing of people in South West Wales.

We work with a range of stakeholders including the NHS, charities and local businesses in order to provide services that support people to make informed and positive lifestyle choices to improve their health and wellbeing.

Research underpins our work at the Academy and draws on the research strength of the College, helping us to provide service excellence and world class teaching and learning opportunities aimed at maximising benefits to the wider community.

As the Health and Wellbeing Academy is situated within Swansea University, the University is responsible for the collection and processing of personal data including data defined as sensitive. As such, Swansea University is the data controller and is committed to protecting the right of members in line with the UK Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR)(2018). Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk

We take the collection, storage and use of personal data very seriously. In this document, you will find an explanation of why we collect individual data as part of the Health and Wellbeing Academy, how we process it and the steps we take to ensure data security at all stages.

All data collected through the Health and Wellbeing Academy is processed and stored in accordance with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR).

**What kind of information do we collect?**

We collect information from clients attending the Health and Wellbeing Academy for services, treatments, participation in group activities and other activities within the Academy.

Name

Contact details

Date of birth

Home postcode

Gender

Occupation

Source of introduction

GP details

Medical and Health related information

**How will your information be used?**

We collect data on individuals for the following main reasons:-

1. To understand where our students and service users come from and how they were directed to the Academy
2. For the purposes of research and statistical analysis
3. To help us run our service effectively and to continuously improve what we do
4. To promote and market our services
5. To assess, plan, deliver and evaluate care and treatments for our service users

**How will your information be used?**

Our legal basis for processing your personal date is that you have given consent to the processing as part of the signed consent form on arrival to the Health and Wellbeing Academy. Your data may be used as part of regular audit and quality control of our services, for training purposes, as part of clinical research and in order to provide accurate health and wellbeing assessments and treatment.

Any information that you prove will only be used for the purpose for which you have given consent and nothing else. You will be asked to give separate consent for every data processing activity that is undertaken.

**How long will your information be held?**

The Health and Wellbeing Academy will retain your personal information in line with the University records management procedure which can be found at <http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/recordsmanagement/>

**Security of your information**

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measure will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in a secured area with controlled access.

Some processing may be undertaken on the University’s behalf by an organisation contracted for that purpose. Organisations processing personal data on the University’s behalf will be bound by an obligation to process personal data in accordance with Data Protection legislation.

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpage for further information with regards to your rights. <http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionatswanseauniversity/>

Any requests or objections should be made in writing in the first instance to:-

University Compliance Officer (FOI/DP)

Vice-Chancellor’s Office

Swansea University

Singleton Park

Swansea

SA2 8PP

Email:- dataprotection@swansea.ac.uk

**How to make a complaint**

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer at:-

University Compliance Officer

Vice-Chancellor’s Office

Swansea University

Singleton Park

Swansea

SA2 8PP

Email:- dataprotection@swansea.ac.uk

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:-

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk