



Peninsula Healthy Living Partnership (PHLP)

Privacy Policy

Peninsula Healthy Living Partnership (PHLP) wants to be transparent about why we need the personal details we request when you engage with us and how we will use those details.

This policy explains when and why we collect personal information about you. We aim to be clear and transparent and not do anything you wouldn't reasonably expect.

The PHLP collects personal data about you for a variety of reasons to include:

- To be able to contact you
- To help us generate funding from Funders by reporting on who is using the services our members provide.
- To be able to run the programmes we offer we need to provide delivery partners with information on individuals partaking in workshops / activity and the staff employed on the programme.
- To enable us to market our programmes effectively to targeted audiences.

Please read this policy carefully and any other documents referred to in this policy, to understand how we collect, use and store your personal information.

The privacy policy covers the following:

1. Who we are
2. Where PHLP collects its information from
3. What information PHLP may collect about you
4. How PHLP use the information we collect
5. How PHLP will update your information
6. Where PHLP will disclose your details to anyone else
7. How to access, correct or delete your information

8. How PHLP uses cookies
9. How we keep your data safe
10. How long we store your data for
11. Changes to the Privacy Policy
12. How to contact us
13. Further information

By providing us with personal information, you consent to the collection and use of this information in accordance with this privacy policy. In accordance with the General Data Protection Regulation 2018 , PHLP will not keep your personal data for longer than is necessary.

1. Who we are

The Healthy Living Centre Alliance is an active network of 29 community-led health improvement organisations based in areas of high health inequalities throughout the north of Ireland, both rural and urban. Healthy Living Centres are rooted in localities from Castlederg to Kilkeel and from Coleraine to South Armagh and are a key driver in connecting people to services and linking the health sector and wider public sector to working-class communities.

The HLC Alliance greatly values our community development and assets-based approach to wellbeing and health. Our members thrive upon empowering people to take more control over their personal health, promoting an ethos of peer-led self-management for people with long-term conditions. We adopt a wrap-around approach to beneficiaries of our services, on the understanding that they may require benefit from more than one programme or initiative over a longer period of time. We value collaboration with other sectors and organisations to help reach those considered most at risk and seldom heard.

We are advocating the Healthy Living Centre Alliance to politicians, commissioners and leaders of government departments in Northern Ireland. Our network of grass-roots health improvement projects is willing and eager to play a greater, bottom-up role in transforming the health status of our people, evolving from an over-reliance upon the health service to become more fully engaged, informed and confident in self-managing many of its health conditions and preoccupations.

2. Where do we collect information from?

We collect information in the following ways:

Information you give us

- PHLP may obtain personal information from you when, for example, you complete a form to join one of our programmes, take part in an event or join our staff and provide us with information for payroll.

Information from Third Parties

- PHLP may obtain information about you from a referral source when you join one of our programmes or join our staff.

Information in the public domain

- PHLP may obtain some information from publicly available sources such as, newspaper articles or open postings on social media such as Facebook and LinkedIn.

3. What information do we collect?

The types of personal information that PHLP collects may include:

- Your title, name, gender and date of birth;
- Your contact details (address, email, phone number and social media contact details);
- Current interests and activities;
- Contact preferences;
- Your IP address, location, browser type and information on how you interact on our website
- Any other information provided by yourself at the request of PHLP.

In some circumstances, the personal information that PHLP collects may include information that is considered “sensitive data”. This may include personal information regarding racial or ethnic origins, political opinions, religious beliefs, health and also information concerning criminal offences. Where this information is collected we will tell you so you know why it is needed and ensure it is kept for the minimal period.

4. What might we do with your information?

If you are a participant on one of PHLP programmes, we will use your information to run, fund, develop and evaluate our programmes. This may include newspaper articles and photographs.

5. How we update your information

We continuously review records to ensure your data is as accurate as possible and always appreciate it if you let us know if your contact details change.

6. Who might we share your information with?

We are committed to protecting your data and therefore it will never be disclosed or sold to external organisations other than those acting as agents and data processors carrying out work on our behalf. Where we enter into a relationship with an external party, any such arrangements will be subject to a formal agreement between PHLP and that organisation to protect the security of your data. They only act under our instructions and we maintain full responsibility for your data.

Third Parties may include:

- IT companies who manage our IT systems.
- Funders who require data in relation to participants and staff in order to permit monitoring of financial and non-financial data against outcomes as required by Article 125.2(a) and Article 140 of the Common Provisions Regulation 1303/2013.
- Media but not without consent.
- Awarding Bodies to include OCN

7. How to access, correct or delete your information

General Data Protection Regulation 2018 allows you to request a copy of the personal information relating to you which is kept by PHLP.

If your contact details change, or if you believe that the information that PHLP holds about you is out of date or inaccurate, please get in touch with us and provide us with the correct details.

Please address all your requests to PHLP manager via email (tony@PHLPlliance.org)

8. How PHLP uses Cookies

Like many websites, we may collect and record information in order for us to understand more about how our website is used and to provide you with a personalised experience when you visit our website. We use 'cookie technology' to do this. We may use cookies to gather certain information about you, including details of your operating system, browser version, domain name and IP address, and the details of the website you linked from to the website.

Cookies identify your browser, and basic information that you have shared with search engines like Google to our servers when you visit our website. They do not identify you as an individual. If you do not want to accept cookies you can easily disable this function by changing the settings on your Internet browser.

9. How we keep your data safe

We aim to ensure that there are appropriate, physical, technical and managerial controls in place to protect any personal information you may provide to us; for example our online forms containing personal data are encrypted and our network is protected and monitored.

Within our offices all of our staff receive training on handling data securely.

Where we use external companies to collect or process data on our behalf we carry out comprehensive checks on them before we work with them and ensure that contracts are in place that set out our expectations and requirements as set out in point 6 above.

Despite all of our precautions no data transmission over the internet can be guaranteed to be 100% secure. So, whilst we will always strive to protect your personal information, we cannot guarantee the security of any information which you disclose to us and so wish to draw your attention that you do so at your own risk.

10. How long we store your data for

We will hold your personal information on our systems only for as long as is necessary for the relevant activity.

11. Changes to this Policy

Any changes to this Policy will be notified by displaying the word "NEW" next to the "Privacy Policy" link on our Site at least 30 days before putting such changes into effect.

12. How to contact us

If you have any queries about this Policy or any complaints with regard to the administration of the Policy please contact us by email at: info@peninsulahealthyliving.org or by sending a letter to the PHLP, Kircubbin Community Centre, 4 Church Grove, Kircubbin, Co. Down. BT22 2SU

13. Further information

The laws governing how your personal data can be used are:

- General Data Protection Regulation 2018
- The Privacy and Electronic Communications Regulations 2003

You can also contact the Information Commissioner's Office at ico.org.uk to find out more or report a concern. They are the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. We work with them to make sure that we collect, store and use your information appropriately and don't do anything you wouldn't expect us to.

Website - Terms and Conditions

Access to and use of this website is provided by PHLP and is subject to these terms and conditions.

Security

No data transmission over the Internet can be guaranteed to be 100% secure. Therefore PHLP cannot guarantee that personal or sensitive information remains confidential during transmission over the Internet. All e-mails sent to PHLP will be monitored and checked to ensure our systems operate effectively.

The personal information we collect from you online is stored by us on databases protected through access controls, firewall technology and other appropriate security measures. However, such security measures cannot prevent all loss, misuse or alteration of personal information and we are not responsible for any damage or liability relating to such incidents.

Links to and from PHLP website

PHLP cannot take any responsibility and makes no warranties, representations or undertakings about the content of any other website accessed by hypertext link. PHLP has no control over the availability of the linked pages.

Disclaimer

Although every reasonable effort has been made to ensure that the information on this website is accurate at the time of publication, visitors who use this website and rely on

any information do so at their own risk. PHLP does not warrant its accuracy and disclaims any liability to any third party for any injury, damage, loss or inconvenience arising as a consequence of any use of or the inability to use any information on this website to the fullest extent permitted at law.

PHLP endeavours to ensure that the information on this website is correct but does not accept any liability for error or omission.