



Privacy Notice for ShipShape Health and Wellbeing

Who we are

We are ShipShape Health and Wellbeing Ltd. We are a not-for-profit community health centre running free and low cost services to empower people in the community to improve their own health and wellbeing. We run group and one-to-one services addressing health inequalities e.g. Social sessions, Exercise sessions, Healthy Eating and Cooking sessions, Craft Group, Carers Group, Mens' group. We work in Sharrow, Broomhall and City Centre together with Mosborough, Hackenthorpe, Sothall and Birley. We are largely funded by Sheffield City Council together with Sheffield NHS Clinical Commissioning Group.

What legislation affects our Data Protection Policies and Procedures?

Data Protection Act 1998

Human Rights Act 1998 (Article 8)

Access to Health Records Act 1990

Freedom of Information Act 2000

General Data Protection Regulations (GDPR) –post 25 May 2018

Who are we governed by?

We are a Workers' Cooperative running on Cooperative principles as set out in our Articles of Association, and also a company limited by guarantee registered on Companies House website, company no: 09737673. We have a Board of Directors consisting of members of staff, advised by an expert Advisory Team and a User Group. We have a staff of 10.

Registration with the Information Commissioner's Office

ShipShape Health and Wellbeing Ltd is in the process of registering with the Information Commissioners Office (ICO). (there is a problem on the site at present – 10.5.18)

Why we collect information and what information we collect

We may ask for or hold personal confidential information about you which will be used to deliver appropriate and high quality services to you, and to refer you to appropriate services.

These records may include:

- Basic details, such as name, address
- Date of birth
- Dates of our appointments with you and what happened in them
- Any major health concerns you have.
- Personal, sensitive information such as sexuality, race, your religion or beliefs, and whether you have a disability, allergies or health conditions

How we collect information

Information is collected in various ways:

- directly given by you or a close family member to a member of staff at Shipshape;
- referral details from Community Support Workers or other member of staff from a partner agency or from your healthcare professional including GPs.

We will always ensure you see and understand a copy of our privacy notice before you give consent to your data being stored and processed.

How information is retained and kept safe?

Information is retained in secure electronic and paper records and access is restricted to ShipShape staff who are bound by our Data Protection Policy, the Data Protection Act 1998 and other legal safeguards as listed above.

Our Data Protection Officer is currently Susannah Brewer and can be contacted via phone, in person or email.

Tel: 0114 250 0222, s.brewer@shipshape.org.uk or info@shipshape.org.uk or at our Centre, ShipShape Health and Wellbeing, The Stables, Sharrow Lane, Sheffield S11 8AE



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- Paper copies are kept in locked, secure filing cabinets
- Digital (computerised) information is protected by secure passwords.
- Staff are trained and bound to follow Data Protection Procedures according to the GDPR 2018 and Data Protection Act 1998 and as directed in ShipShape Data Protection Policy updated regularly.

How we use your information

Health information provided in confidence will only be used for the purposes to which you consent to, unless there are other circumstances covered by the law. These are:

- If there is a legal requirement for us to disclose your data
- If there is a risk to the safety either of yourself or of another person

Basic information about you, such as your name and parts of your address will only be shared if you give your explicit consent.

Anonymous information will be shared with our funders for monitoring purposes e.g. gender, age, ethnic background without names.

Reasons for sharing your information:

- To help inform decisions that we make about which service we refer you to.
- To ensure that services meet your needs
- To work effectively with other organisations who may be involved in supporting you by providing appropriate services
- To support your health and safety
- To support the health and safety of the general public.
- To monitor and review our services to ensure they can meet future needs. i.e. to plan and improve our services

How long do we keep your information?

We will retain records of clients and contacts for no longer than necessary. If there has been no active contact between yourself and ShipShape after 5 years we will anonymise the data (remove any information which could identify you). If there has been no active contact after a further two years we will destroy all digital and paper copies of your data.

Can I access my information?

Under the GDPR 2018 and the Data Protection Act 1998 a person may request access to information that is held about them by an organisation. For more information on how to access the information we hold about you please contact our Data Protection Officer (see below)

Can I refuse consent to have my information stored and processed at any time?

Yes at any time and we will destroy paper and/or digital records. Please contact our Data Protection Officer (see below).

Can I make a complaint? Yes, we can supply you with a copy of our complaints policy at any time. Please contact the Data Protection Officer.

This notice is based on a template by Dorset HealthCare Foundation and enhanced by consultation with Sheffield City Council and the ICO.

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