

Cancer Champions - Privacy Notice

Leicester City Clinical commissioning Group takes your confidentiality and privacy rights very seriously. This notice explains how we collect, process, transfer and store your personal information and forms part of our accountability and transparency to you under the General Data Protection Regulation (GDPR) 2018.

How will we meet the Principles of the GDPR?

We will process your personal information fairly and lawfully by;

- a) Only using it if we have a lawful reason and when we do, we make sure you know how we intend to use it and tell you about your rights;
- b) Only collecting and using your information to provide you with details and information for your involvement in the Cancer Champions scheme and will not use it for anything else that is not considered by law to be for this purpose.

We would never share it for marketing or insurance purposes.

- c) Only using enough of your personal information that will be relevant and necessary for us to keep you updated on the Cancer Champion scheme.

Keeping your information accurate and up to date when using it and if it is found to be wrong, we will make it right, where appropriate, as soon as we can.

- e) Only keeping your information in a way that will identify you for as long as we are legally required to, whilst ensuring your rights;
- f) Having secure processes in place to keep your personal information safe when it is being used, shared, and when it is being stored.

What information do we collect from you?

We will only collect the information required to enable your participation in the scheme and to undertake the tasks of a Cancer Champion. This may include:

- Basic details such as name, address, phone number, and email address - where you have provided it to enable us to communicate with you by email.
- Your mobile contact number – we will use this to contact you, and to communicate with you via SMS text messaging about the Cancer Champion Scheme. If you do not want us to communicate with you in this way, you have the right to 'object' or to specify for which purpose we can use this.
- Experience feedback information you may provide.

Most of your records are electronic and are held on a computer system and secure IT network within the Clinical Commissioning Group. If you disagree with the storage of this data, please let a member of the Cancer Champion team working on behalf of Leicester City Clinical Commissioning Group know and your data will be removed.

Why do we collect this information about you?

Your information is primarily used to enable us to share information and advice about the Cancer Champion scheme.

Who might we share your information with?

Health and Social Care Professionals and other Cancer Champions. Your information may be shared with Health and Social Care Professionals to let them know you are a Cancer Champion, and in what area you reside and where you could provide Cancer Champion support.

You have the right to refuse/withdraw your consent to information sharing at any time. Please discuss this with a member of staff from Leicester City Clinical Commissioning Group involved in the Cancer Champion scheme.

However, a person's right to confidentiality is not absolute and there may be other circumstances when we must share information from your record, CCTV recordings with other agencies. In these rare circumstances we are not required to have your consent. Examples of this are:

- If there is a concern that you are putting yourself at risk of serious harm
- If there is concern that you are putting another person at risk of serious harm
- If there is concern that you are putting a child at risk of harm
- If we have been instructed to do so by a Court
- If the information is essential for the investigation of a serious crime
- If you are subject to the Mental Health Act (1983), there are circumstances in which your 'nearest relative' must receive information even if you object
- If your information falls within a category that needs to be notified for public health or other legal reasons

To read further details about the wider use of your confidential information and to register your choice to opt out of it being used for the planning and improvement of health and care services in England, please visit <https://nhs.uk/your-nhs-data-matters> . If you are happy with the use of your information for planning and research purposes you do not need to do anything. However, you can change your choice at any time.