

Privacy Notice for Phase 4 Cardiac Rehabilitation

**DATE: 1st Aug 2022
V1.0**



Benefits Service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This Privacy Notice provides additional privacy information for:

- People accessing the Phase 4 Cardiac Rehabilitation Scheme

It describes how we collect, use and share personal information about you

- In relation to Phase 4 Cardiac Rehabilitation
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purpose(s)

We collect your personal information for the following purpose(s):

- You are suitable for the scheme (based on pre-set referral criteria set out by the British Association of Cardiovascular Prevention and Rehabilitation (BACPR))
- Your health is stable at the point of referral
- All those working with you have access to your data and the full picture of your health status for the duration of the time you are with us, allowing them to make safe, informed decisions about you
- Should an emergency situation arise we have certain medical and emergency information about you that will help speed up treatment/care
- Statistical data is captured to monitor the efficiency and outcome of the rehabilitation scheme

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Name. Date of Birth. Gender. Ethnicity. Address. Contact number/s. Emergency Contact name & number/s. Email address (if provided by you). Hospital RMC number. GP Name & Address. Occupation.
- Special Category Data: Health – cardiac history/testing results/medication, relevant past medical history, blood pressure, heart rates, lifestyle answers, questionnaire feedback relating to an individual's health opinions/history.

Legal basis for processing

The legal basis for processing your personal information is:

- Public Task

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share personal information about you with the following types of organisations:

See table:

	Who	Purpose	Information about you
1	<p>NHS: Royal Bolton Hospital (RBH)</p> <p>-Phase 3 Cardiac Rehab -Cardiac Liaison Team -Cardiac Rehab Administration Team</p>	<p>1) To refer patients safely from RBH to Phase 4.</p> <p>2) To share ongoing relevant health/cardiac rehab information back and forth.</p> <p>3) To ensure that statistical data can be captured to monitor the efficiency and outcome of the rehab scheme.</p>	<p>1) <u>To refer patients safely from RBH to Phase 4.</u></p> <p>British Association of Cardiovascular Prevention & Rehabilitation (BACPR) referral form for the referral of patients from hospital to community Phase 4 Cardiac Rehabilitation.</p> <p>Name, D.O.B, address, contact number, GP & address, brief cardiac history, brief general medical conditions, current medication, relevant medical testing results, blood pressure, heart rate, rehab sessions completed, rehab performance outcome, upcoming investigations due, out of hospital exercise level, occupation/return to work status.</p> <p>2) <u>To share ongoing relevant health/cardiac rehab information back and forth.</u></p> <p>-Cardiac improvements/deterioration/concerns -Time spent on cardiac rehab scheme -Sessions attended & location -Review of physical achievements/levels while on Cardiac Rehab -Current & future exercise plans -Post rehab questionnaire answers</p>
2	<p>Phase 4 Cardiac Rehabilitation Instructors Bolton.</p> <p>-All instructors that will work with patients referred will have access to and share information between the team instructors about the patient.</p>	<p>To ensure every member of staff that comes into contact with a patient has the relevant patient information to hand so they can ensure the safe prescription of exercise and patient wellbeing.</p> <p>To use the statistical data to be able to report back to the NHS and Council to monitor the efficiency and outcome of the rehab scheme.</p>	<p>Repeat of information outlined in Section 1 - Information Part 1 & 2. Expanded on in consultation appointment with patient, additional notes taken.</p> <p>-Plus: Gender. Ethnicity. Session registers containing name only. -Plus, any relevant information that the patient wishes to share with the instructors for the purpose of maintaining safety/exercise improvement throughout the scheme.</p> <p>Any statistical information gained and reported on from a Bolton Council level (such as yearly reports, numbers of patients referred/completed, referral conditions etc) will be anonymised and won't contain personal information that could identify any individuals.</p>
3	Serco Leisure Centre	To get a patient a leisure	-Name, D.O.B, address, contact number, emergency contact number

	-Centre database	card to access free sessions at the centre while on the scheme.	-Drop down box scheme category: 'Cardiac Rehab' -Drop down box health category: 'Heart' -Additional specific relevant health conditions: e.g. diabetes, asthma etc
4	Other		Your personal information won't be shared with anyone not mentioned in the list above without your consent.

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- NHS
- GP

Data transfer/Storage

We are committed to ensuring your personal information is safe and protected from accidental loss or alteration, inappropriate access, misuse or theft. Here are the ways we ensure this happens:

- Secure electronic referrals
- Encrypted emails
- Secure Council computer networks/servers/drives
- Password protected networks/servers/drives, databases, mobile phones, email accounts
- Lockable storage
- Anonymised data capture/storing (where possible)
- Shredding of personal data

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your Rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our DPO

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance team.

1st Floor, Town Hall, Victoria Square, Bolton. BL1 1RU. (01204) 332064.
dpo@bolton.gov.uk

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details