

Privacy Statement for People using VODA's Recovery College Services

When you approach VODA to access NT LIFE services, which is part of VODA's North Tyneside Recovery College, we will ask you for information about yourself. This information will help us to provide suitable courses, advice and support for you.

"Data Subjects" i.e. people who are applying to the NT LIFE, will be asked to provide/confirm their personal data as required. By providing this information the Data Subject consents to VODA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data is held and processed confidentially.

Personal data relating to NT LIFE participants, volunteers and potential volunteers is processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Providing you with suitable courses, advice and support.
- Enabling us to help you with any issues you may have.

VODA handles personal data in compliance with the General Data Protection Regulation and recognises the importance of correct and lawful processing. VODA is registered with the Information Commissioner's Office (ICO).

The personal data you provide will only be used for official VODA business.

VODA discloses information to a variety of third parties; these include but are not limited to:

- Employees of VODA (on a 'need-to-know' basis in relation to the services provided by the NT LIFE).
- Relevant authorities dealing with emergency situations at VODA.
- Any other authorised third party to whom VODA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

Please note that although NT LIFE does not collect any of your medical information and, consequently, is not in a position to share it, other NHS organisations may share your details, sometimes for statistical purposes.

You can learn more about how the NHS shares your data from their website, and you can opt out of data sharing by visiting:

<https://www.nhs.uk/using-the-nhs/about-the-nhs/opt-out-of-sharing-your-health-records/>

We may transfer your data abroad but only to countries believed to have adequate security measures in place to protect your data. For example, when you send us an e-mail it may be routed through another country. Similarly, our electronic files are securely stored on the 'cloud' which are servers based in the US.

VODA will retain your personal data as long as necessary for the purposes described above.

Your Rights under the Data Protection Act

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data VODA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

If you ask us to stop processing your information you will no longer be able to access NT LIFE services.

For more information on your rights please visit the Information Commissioner's website:
www.ico.org.uk

Right to Access Personal Data

As a Data Subject you have a right to request a copy of the information VODA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to:

Chief Executive
VODA
The Linskill Centre
Linskill Terrace
North Shields
NE30 2AY

E-mail: robin.fry@voda.org.uk

There is usually no charge for this information. However, VODA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.

VODA strives to ensure that your personal data remains accurate. To assist us with this you should notify us of any changes to information we hold about you. If you become aware of any inaccuracies in the data we hold please inform us as soon as possible so it can be amended accordingly.

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