



## **Our Privacy Notice for Yorkshire Centre for Eating Disorders Carers Support Group**

The Carers' Support Group at the Yorkshire Centre for Eating Disorders (YCED) aims to support people who care for anyone over 18 who is living with an eating disorder.

Northpoint Wellbeing will collect, store and use your email address which is a form of personal data.

Northpoint Wellbeing in its role as Data Controller has a registered address of Leeds Bridge House, Hunslet Road, Leeds, LS10 1JN, and is registered with the Information Commissioner's Office (ICO) registration: Z5357295

We take our duty to protect your personal data and maintain confidentiality very seriously. We are committed to taking all reasonable measures to ensure the security of the personal data we are responsible for, whether this is computerised or in paper form.

At Board level, we have a Senior Information Risk Owner (SIRO) who is accountable for the management of all the charity's information assets and a Caldicott Guardian who is responsible for the management of patient data and patient confidentiality. We have a Data Protection Officer who ensures the charity is accountable and in compliance with the General Data Protection Regulation (GDPR) and the forthcoming Data Protection Act 2018.

The Data Protection Officer is: Alison Cater ([alison.cater@northpoint.org.uk](mailto:alison.cater@northpoint.org.uk))

### **What information do we collect about you?**

The only data we collect is your email address.

### **How your personal information is used**

Your data is used to contact you.

### **Lawful basis**

The lawful basis for processing the data is legitimate interest. Legitimate interest: Article 6(1)(f) gives a lawful basis for processing where:

“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data”

The legitimate interest is being able to provide you with a service that meets your needs by informing you of the details of meetings.

### **Storing your personal data**

Your data is stored electronically by the group facilitator.

### **Who do we share personal information with?**

We do not share your information.



We will not disclose your information to any other third parties unless:

- We have your permission
- We have to share it by law
- We have good reason to believe that failing to share the information will put you or someone else at risk of serious harm or abuse
- We hold information that is essential to prevent, detect, investigate or punish a serious crime

Please ask the group facilitator if you have any concerns or would like further information. Alternatively, you can contact the: Data Protection Officer, Northpoint Wellbeing, Leeds Bridge House, Hunslet Road, Leeds, LS10 1JN 0113 243 3400

### **How long do we keep your information?**

We will delete your email address within 6 months of our last contact with you.

### **Your Rights**

We will ensure your rights are respected.

You have:

- The Right to be Informed – we tell you what we do with your information. We do this through notices like this, service information leaflets, notices on our websites and posters.
- The Right to Rectification – we will correct any personal information that is inaccurate or rectify any data that is incomplete.
- The Right of Access – under the Data Protection legislation children have a right of access to their own information. This is known as the right of subject access. When a child cannot act for themselves or the child gives permission, parents will be able to access this information on their behalf. If you or your child would like to request a copy of your health record please contact the service manager [helen.mcglinchey@northpoint.org.uk](mailto:helen.mcglinchey@northpoint.org.uk)
- The Right to Object – you have the right to object to how we process your information. Your objection will be considered in relation to your particular situation; we will stop processing unless there is a legitimate reason for us to continue e.g. we will not be able to stop the processing of your data to provide your child with support and this is needed to provide safe care.
- The Right to Restrict Processing – we will temporarily restrict processing your data, whilst we check the information, if you query the accuracy of it. We will also restrict processing (if you raise an objection to how we process your data) whilst we consider your objection.

### **Complaints**

You can also complain to the ICO (Information Commissioners Office) if you are unhappy with how we have used your data.

The ICO's address:



Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>