

Blue Stone Collaborative Data and Privacy Policy

When you join Blue Stone Collaborative, request information from us or sign up to any of our services, we obtain information about you. This policy explains how we look after that information and what we do with it. We have a legal duty under the Data Protection Act and EU General Data Protection Regulation (GDPR) to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant, and not excessive.

Normally the only information we hold comes directly from you. Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information, service or goods you need (e.g., a question you have to answer on an application form). You do not have to provide us with any additional information unless you choose to.

We store your information securely on our IT system and we restrict access to those who have a need to know. We also provide guidance for our staff and volunteers on handling the information securely.

We will not share the information you provide to us with third parties without your permission unless they are directly involved in delivering an event or other services on our behalf (for example dietary restrictions being passed to an external caterer). We do not share our database for marketing purposes with other organisations. Other disclosures of information will only be made if we are required to do so by law.

We will use your information to contact you about other services and events we provide, to keep you informed of what we are doing and ways in which you might like to work with us. You have the right to ask us not to contact you in this way.

Amendment to Blue Stone Collaborative Data and Privacy Policy July 2022

Background

BSC's Maternal Mental Health Services (MMHS) prototype programme requires BSC to act as Host for Outcome Star Online providing a digital gateway for MMHS Link Workers to collect and store Outcome Star data related to their cases. Steps have been taken to ensure only anonymised data is available to BSC but this new third party processing agreement is not covered by BSC's existing Privacy Policy, this paper proposes amendments to bring this up to Ways to Wellness' Privacy Policy which speaks to similar third party provider relationships. Sections highlighted in **bold** have been added from WtW's policy.

New Blue Stone Collaborative Privacy Policy July 2022

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Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person”.

Normally the only information we hold comes directly from you. Whenever we collect information from you, we will make it clear which information is required to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to.

We store your information securely on our IT systems and we restrict access to those who have a need to know. We also provide guidance for our staff and volunteers on handling the information securely.

We will not share the information you provide to us with third parties without your permission unless they are directly involved in delivering an event or services on our behalf. We do not share our database for marketing purposes with other organisations. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide to you on our behalf which cannot be fulfilled directly by Blue Stone Collaborative. When they no longer need your data to fulfil this service, they will dispose of the details in line with Blue Stone Collaborative's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent unless we are legally required to do otherwise.

We will use your information to contact you about other services and events we provide, to keep you informed of what we are doing and ways in which you might like to work with us. You have the right to ask us not to contact you in this way.

Blue Stone Collaborative will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Blue Stone Collaborative is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Blue Stone Collaborative at your request, can confirm what information we hold about you and how it is processed. If Blue Stone Collaborative does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the Data Protection Officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Blue Stone Collaborative or a third party, information about those interests.
- The categories of personal data collected, stored and processed.

- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

Blue Stone Collaborative accepts the following forms of ID when information on your personal data is requested: Passport, driving licence, birth certificate, utility bill (from last 3 months).

Contact details

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