

## University of Huddersfield - Health and Wellbeing Academy

### Privacy Notice

#### General Information

The Health and Wellbeing Academy at the University of Huddersfield offers a range of services to support the health and wellbeing of the community of Kirklees and surrounding areas.

We work with a range of partners including the NHS, charities, and local businesses to provide services which support our community to make informed and positive lifestyle choices to improve their health and wellbeing.

Research underpins our work and draws on the strength of the School of Human and Health Sciences, enabling us to provide service excellence and world class teaching and learning opportunities aimed at maximising benefits to the wider community.

#### Our services

The Health and Wellbeing clinical services complement the provision of the NHS, other local health and social care providers.

#### **Get Set Goal**

Get Set Goal is a free service delivered by healthcare students that offers a series of one-to-one appointments and group workshops, focussing on improving your general health and wellbeing. The service is for members of the public and University of Huddersfield Students who would like support in making positive changes to their lifestyle. The students are supervised by a registered healthcare professional.

#### **Podiatry Clinic**

The Podiatry Clinic has state of the art clinical facilities comprising of a multi-chaired clinic, orthotics lab, gait analysis and surgical theatre suite. The clinic is staffed by our Podiatry students under the supervision of academic staff who all hold professional qualifications in podiatry.

The Podiatry Clinic is open to anyone including children with a lower limb problem and accepts direct self-referral in addition to referrals from other healthcare professionals

#### **Mobile Clinic**

Our mobile clinic allows us to provide basic health checks in the community and at public events.

Our health checks include blood pressure, temperature, oxygen saturations, respiration, and pulse.

## Purpose of Processing Care and Wellbeing Support

Our purpose is to provide a range of care and wellbeing services to meet the individual needs of members of the public who require health and wellbeing services to live well, providing support, advice and information both on site at the University of Huddersfield and out in our communities.

### **Research**

As a university, we conduct research for the public benefit, and we may use your data for the purpose of research. Where possible this will be in an anonymised and aggregated format, however, if we wish to use your identifiable information, we will ask for your consent to use your data this way.

## Updating our Privacy Notice

We keep this notice under regular review to ensure that it is up to date and accurate.

**Record of Reasons for Processing information for *Clinical and Wellbeing Services***

<b>Data Category</b>	<b>Where Collected from?</b>	<b>Reason for collection</b>	<b>Legal Basis Used<sup>1</sup></b>	<b>Data sharing with third party</b>	<b>Retention schedule</b>
Full name  Allergies  NHS number  Date of birth  Contact Number  Address  GP Name & Surgery Address  NHS Number	Direct from Service User via Service User Confidentiality & Consent form	<ul style="list-style-type: none"> <li>• Confirming identity of individual</li> <li>• Providing appropriate treatment</li> <li>• Communicating with individuals regarding referral, care and treatment</li> <li>• Provide demographic information for audit</li> <li>• Communicating with individuals regarding referral, care and treatment and onward sign posting/referral to other services</li> <li>• Labelling of specimens and samples</li> </ul>	Consent  And  Contract	<ul style="list-style-type: none"> <li>•Microbiology – to ensure that the correct course of treatment is provided.</li> <li>•University of Huddersfield Medical Centre</li> <li>•GP Surgeries</li> <li>•Referrals or transfers from other organisations or services such as the NHS, care homes, charities, or local companies</li> </ul>	<a href="https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf">https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf</a>  5.5.1

Data Category	Where Collected from?	Reason for collection	Legal Basis Used <sup>1</sup>	Data sharing with third party	Retention schedule
Medical History	Direct from Service User via Service User Confidentiality & Consent form	<ul style="list-style-type: none"> <li>Accurate and up to date medical history to assess and advise on the most appropriate care for you and to provide appropriate referral to other relevant services.</li> </ul>	Consent	<ul style="list-style-type: none"> <li>GP Surgeries</li> <li>Referrals or transfers from other organisations or services such as the NHS, care homes, charities, or local companies</li> </ul>	
Health data Medical history Gender Post code Ethnicity	Data subject	<ul style="list-style-type: none"> <li>Research -as a university we conduct research for the public benefit, and we may use your data for the purpose of research where possible this will be in an anonymised and aggregated format however if we wish to use your identifiable information we will ask your consent to use your data this way.</li> </ul>	Public interest	No	<a href="https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf">https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf</a>  5.5.1

Data Category	Where Collected from?	Reason for collection	Legal Basis Used <sup>1</sup>	Data sharing with third party	Retention schedule
		<p>The services who may use this data in the way are:</p> <ul style="list-style-type: none"> <li>• Podiatry</li> <li>• Get Set Goal</li> <li>• Mobile clinic</li> </ul>			
Age Medical history Gender Postcode Ethnicity GP surgery		<ul style="list-style-type: none"> <li>• Inform quality Improvement and meeting contractual requirements</li> </ul>	Legitimate interest	No	<a href="https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf">https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf</a>  5.5.1

## Security of your information

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected and appropriate technical and organisational measures will be taken to prevent unauthorised access and disclosure in accordance with the University's [Information Security Policy](#)

We keep your personal information for no longer than is necessary to fulfil the purposes for which it was collected. We will take into account any laws or regulations that we are required to follow, whether we are in a legal or other type of dispute with each other or any third party.

Organisations processing personal data on the University's behalf will be bound by an obligation to process personal data in accordance with Data Protection legislation. **These data processors include:**

- Microbiology
- University of Huddersfield Medical Centre
- GP Surgeries
- Referrals or transfers from other organisations or services such as the NHS, care homes, charities, or local companies

## How will your information be used?

The University of Huddersfield has a [Data Protection Policy](#) which should be read in conjunction with this Privacy Notice.

As professional Healthcare workers, we have a duty to be mindful of safeguarding in accordance with the University's Safeguarding Policy, which means we may need to share your data with relevant safeguarding authorities if we have concerns about a child or vulnerable person.

For further information, please contact the Health and Wellbeing Academy:  
[hwa@hud.ac.uk](mailto:hwa@hud.ac.uk)

*Date of last review: October 2022*

*Next review due: October 2023*