

FAIR PROCESSING NOTICE

Macmillan Move More Programme

East Lancashire and Blackburn with Darwen

What is Personal Data?

Under the Data Protection Act 1998, Personal Data is defined as data that relates to a living individual who can be identified:

- (a) from that data, or
- (b) from that data and other information which is in the possession of, or likely to come into the possession of, the data controller, (Section 1(1) Data Protection Act 1998).

Personal data will therefore cover basic details such as name, address, telephone number, and Date of Birth, in fact any data from which you can be identified.

Why does Macmillan Move More Programme need to collect personal data?

In order to provide you with a service, lead professionals representing a range of different organisations need to collect personal data for correspondence purposes and detailed service provision. In any event the organisations are committed to ensuring that the information they collect and use is 'Fit for Purpose', and does not constitute any invasion of your privacy. They may pass your personal data on to other service providers who are committed to Macmillan Move More Programme in the course of providing you with a service.

Our providers are obliged to keep your details securely, use them only to fulfil your service request and be compliant with the Data Protection Act. Once your service need has been satisfied or your case has been closed, they will dispose of the details in line with their organisational procedures. If the lead professional needs to pass your personal data on to a third party they will only do so once they have obtained your consent, unless we are legally required to do so.

How we will use your Information

Macmillan Move More Programme will collect, store and use the information you provide in a manner that is compliant with the Data Protection Act. Lead professionals will try to keep your information accurate and up to date and not keep it for longer than is necessary, but you will need to inform us of any changes to your personal details. In some instances the law sets the length of time information has to be kept, but in other cases they will ensure that they do not keep records any longer than needed to provide a service to you.

Our aim is not to be intrusive, and lead professionals will not ask irrelevant or unnecessary questions. Any information you provide will be subject to security systems and procedures which minimise the risk of unauthorised access or disclosure.

Using Your Personal Data

Lead professionals will use the information you provide for the following purposes where appropriate:

- To provide you with the support they discuss with you as part of the Macmillan Move More Programme process
- This may involve sharing your data with partner organisations but we will seek your consent wherever appropriate before we do this.

Partnership working

Macmillan Move More Programme is serious about delivering appropriate and effective services – it is important to us that we co-ordinate what we do for you properly.

We will not use your information for third party marketing purposes, or pass it on to third parties, other than those who either process information on our behalf or because of a legal or contractual requirement.

If you need any further information please contact the Macmillan Move More Programme Project Manager on 01254 585992.