



Handling and Processing Data

This document outlines how service and session information is handled and processed as part of the NHS Dorset 'Access to Community Support & Services' project.

Why is it important to understand how data is being handled and processed?

There are specific laws and guidance in place in the UK for handling and processing sensitive and/or personal information. The information submitted as part of the 'Access to Community Support & Services' project is considered publicly available data, but we wish to be clear about its purpose and use.

Do you need to sign a data agreement to be included in the data set?

We do not require you to sign an agreement, however, we do ask for you to confirm you have read and understood the overview provided below before submitting information.

How will the service and session data be used as part of this project?

- The information about services and sessions is specifically intended to help describe the nature of the service, who it is intended for and how someone can get involved. In most cases, this will already be publicly available information.
- It is not anticipated that any special category data (as defined by General Data Protection Regulation) will be included in the data set. If you are considering providing any sensitive data as part of your submission, please contact servicefinder@can100.org in the first instance. We will be able to offer advice relating to this.
- When providing the main contact details for a service, please consider the appropriateness of this information (e.g., contact names; email addresses; telephone numbers; organisation addresses) as this will be publicly available.
- The data set is intended to be shared and will be made available to other local directory platforms and providers for integration into their own webpages or similar tools.
- Anyone with a Service Finder account could add the details of a third-party service provider but the service provider will be contacted by the data assurance team before the data is published.
- You have the right to ask for access to your data and, where data is found to be inaccurate, to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted.
 - You also have a right of complaint to the Information Commissioner's Office (ICO) if you think we have not dealt with your information in a proper manner.
 - You can ask to see what information we hold about you and have access to it. You can do this by contacting us at servicefinder@can100.org.