

Falls Improvement Programme Feedback Form

Participant Information Sheet

Purpose

Your views and expertise are essential to supporting the work that we do. When you provide your views and any feedback to us we will use this information to help make decisions and recommendations on our programmes of work.

We will also process the contact information (e.g. your email address) which you provide with your feedback as standard or normal category personal data. Your contact information will not be published and will not be shared with anyone.

Your submission will be accepted on an anonymous basis, but will be 'for publication'. Therefore the feedback you submit to us, including your NHS Board information will be published. All other personal identifiable data including your name and other personal data provided (such as contact details), will not be published. Your submission, will be anonymised and will only include your NHS Board, it will not include your name or any other identifiable data.

There may be a few situations where we may choose not to publish your feedback or evidence or have to edit it before publication for practical or legal reasons. For example, we may have to edit or change your submission if it can identify another living person who has not specifically given their agreement to have information about them published. We will not publish defamatory statements or material in submissions.

Legal basis for processing

Healthcare Improvement Scotland processes any personal data in line with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). Personal data consists of data that relates to an identified or identifiable living individual. Any personal data will be held securely, and we will use it only for the purposes it was collected for and will not pass it to any third parties according to legal obligation.

The personal information collected and processed may include normal category data such as names, addresses and contact details. The data collected by our surveys is stored securely by within the UK and will be accessible only to staff who carried out the survey. Information may also be extracted and provided in the form of research reports, however, such reports will not identify individuals any personal data will be aggregated or anonymised so that any reports or other outputs derived from the survey will not identify any individual respondent.

Retention of data

Data will normally be retained in electronic format for a period of 12 months. During that period, it will be accessible only to staff of Healthcare Improvement Scotland who are approved for access. Thereafter, the survey information will be deleted.