Please complete this form in order to take part in Project ECHO.

**Registration Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First name: | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Place of work: | Click or tap here to enter text. |
| Job title: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Contact number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

I understand by giving my email address I consent to be contacted by email for marketing purposes [ ]

**Privacy information**

**Who we are:** Project ECHO Hull – Dove House Hospice please go to <https://www.dovehouse.org.uk/privacy> for a full copy of our privacy notice.

Dove House is the data controller responsible for keeping your data safe and using it wisely. This means that we are responsible for ensuring that we do so in full compliance with the Data Protection Act 2018, GDPR2018, all other related privacy laws and any codes of practice issued by the Fundraising Regulator, NHS and Caldicott Guardian requirements for confidentiality and information security standards, this Privacy Policy and regulations set by the Information Commissioner.

# Definitions – what is personal data

By personal data we mean any information that might allow you to be identified, such as your name, address, date of birth, I.P. address, photo or video image or voice recording.

# Information we collect and hold about you

We need to use information about you in various forms and we will only use the minimum amount of information necessary for the purpose. Sometimes we will use information that does not identify you i.e. statistics / anonymised reports.

# How we use your information

We will primarily use the personal data for the following purposes:

Administration -

* Provide you with certificates of attendance
* Provide details of upcoming ECHO sessions and related information
* Measure the growth and impact of Project ECHO
* Measure the quality of the Project ECHO programme
* Report to funding and governmental organisations
* Identify the need for further Project ECHO programmes
* Produce and publish Project ECHO promotional materials

# Data security

We are committed to protecting your privacy and will only process personal confidential data in accordance with the Data Protection Act 2018, the General Data Protection Regulation (2018), the Common Law Duty of Confidentiality, The Health and Social Care (Safety and Quality) Act 2015 and the Human Rights Act 2018. The Hospice also has a local policy on Confidentiality which can be made available on request. We take the security of personal data seriously. We employ security technology, including firewalls, and encryption to safeguard personal data and have procedures in place to ensure that our paper and computer systems and databases are protected against unauthorised disclosure, use, loss and damage.

Personal data in our databases is only accessible by appropriately trained staff and volunteers who need to access your personal data as an essential part of their role. All access is tracked through individual login credentials.

We only use third party service providers where we are satisfied that the security they provide for your personal data is at least as stringent as we use ourselves.

All of our staff, volunteers and Governing Board of Trustees receive appropriate and on-going training to ensure they are aware of their personal responsibilities and have contractual obligations to uphold confidentiality, enforceable through disciplinary procedures. All staff are trained to ensure they understand how to recognise and report an incident ensuring that the organisation’s procedure for investigating, managing and learning lessons from incidents.

# Your Rights

You have certain legal rights:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

# Complaints

Dove House Hospice aims to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring concerns to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. Contact details for complaints regarding the processing of information should be directed to the Data Protection Lead, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH.

# Lawful basis of processing personal data

The lawful basis for the collection and use of your personal data is that you have given your consent.

# Data Retention

Your information will be kept for the period of time the purpose it was collected dictates and/or as long as we are legally bound to keep it according to our Data Retention Policy, a copy is available on request.

Please contact Project ECHO on echo@dovehouse.org.uk for more information.

|  |  |
| --- | --- |
| [ ]  | I grant permission for Project ECHO Hull to manage my personal data as described above and in accordance with the privacy notice.  |
| [ ]  | I consent to the public use of my image for both internal and external news releases, publications and promotional videos.  |
| [ ]  | I consent to the use of my name and image for Project ECHO training session recordings for sharing within Project ECHO |
| [ ]  | I understand that I can withdraw consent for future uses of my information and/or photograph and/or videography at any time. I also understand that copies of materials that **already** feature me may continue to be available. |

|  |  |  |
| --- | --- | --- |
| Signed: Click or tap here to enter text. |  | Date: Click or tap here to enter text. |