



## **Participant Information Sheet**

Belfast Health Development Unit would like to find out about the experience of individuals taking part in Active Belfast Programmes which we have funded. This will help us determine what is working well and if you feel you have benefited. This information will help us improve Active Belfast programmes in the future and help inform which programmes we fund.

We ask anyone who has taken part in an Active Belfast funded physical activity and healthy eating programme to complete an evaluation at the beginning and at the end of the programme.

All your responses will be treated confidentially and the information will be collated as a group.

We ask that you read this Participant Information Sheet which fully outlines the nature of this work and information relating to your rights under the Data Protection Act (2018).

### **The research team**

The research team includes Kim Kensett, Gráinne McMacken and Martina Smyth who work for Belfast Health Development Unit and Elaine Wilmot and Aine McAnuf who work for the Public Health Agency. They are responsible for collecting and analysing responses to the survey and reporting findings.

### **Your contribution**

The Belfast Health Development Unit is working with providers of the Active Belfast Programmes to help us contact individuals who participate in such programmes during 2019/20. Your participation is voluntary, and we greatly appreciate any feedback you give.

### **Privacy information**

During these surveys, we ask for minimal personal information about you. This includes your gender, age and postcode.

All information that you provide when completing the surveys will be anonymous and responses will be treated confidentially. When we are reporting findings, individuals cannot be identified due to the high degree of anonymity provided.

### **Privacy Notice**

Belfast City Council (BCC) is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of evaluating Active Belfast programmes.

The Council accepts that you are providing your personal data on the basis of consent and are positively agreeing for the Council to hold and further use it.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

It will also be shared with the core funders (Public Health Agency/Belfast HSC Trust/Belfast City Council) who provide joint funding for the programme for the purposes of evaluating Active Belfast projects.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

This Privacy Notice provides a broad description of the way the Belfast Health Development Unit processes your personal information with regards to Active Belfast. If you have any questions on how your own personal information is processed, you may need to contact us directly.

## **Frequently Asked Questions**

### **1. Why are you processing my personal information?**

The reason we are collecting your information in relation to Active Belfast is to capture information on who is taking part and evaluate the programme to see how it impacts, positively or negatively on health and wellbeing, and to find out what is working well in the programmes we have funded. This will inform us of the need to continue with the programme, the need for making adjustments to help us improve or to direct our funding to other programmes.

### **2. Why are you asking for my consent?**

To be able to process your personal information we must have a lawful basis for doing so and in the case of this evaluation the following applies:

**Consent** – an individual must give clear consent for us to process their personal data and then only for a specific purpose.

### **3. Do I need to give my consent?**

Yes, you need to give your consent for your anonymised data to be shared with the Belfast Health Development Unit for evaluation purposes. By providing consent, you allow the Belfast Health Development Unit to share your data.

### **4. What information is collected?**

We only collect the information we need to. This will include your age, gender and postcode.

### **5. Where do you get my personal data from?**

The data will come from Active Belfast programmes, based on the information you supply as part of the Active Belfast registration process, and surveys at the beginning and end of the programme.

**6. Do you share my personal data with anyone else?**

No, the Belfast Health Development Unit and its core funders will not share your data with anyone else.

As far as possible, information collected for the evaluation of Active Belfast will be used in a way that does not identify you personally.

**7. Do you transfer my personal data to other countries?**

No.

**8. How long do you keep my personal data?**

We will only retain your data for as long as necessary, in line with Belfast City Council's Records Retention and Disposal Schedule.

**9. What rights do I have?**

1. You have the right to obtain confirmation that your data is being processed, and access to your personal data.
2. You are entitled to have personal data rectified if it is inaccurate or incomplete.
3. If you change your mind about taking part in this voluntary survey, you have the right to withdraw up to the point of data being anonymised (30 April 2020). You also have the right to access the data you supplied.

**10. Where can I get on-line information about Privacy and data protection within Belfast City Council?**

You can get more information at <https://www.belfastcity.gov.uk/about/Privacy.aspx>

**11. Who do I contact if I have any queries or I change my mind about taking part?**

If you have any queries regarding the processing of your personal data or wish to withdraw your consent to the processing of it, please contact:

Martina Smyth or Gráinne McMacken,  
Belfast Health Development Unit,  
3<sup>rd</sup> Floor North, Cecil Ward Building, 4-10 Linenhall Street, Belfast  
Phone: 02890 502 073 or email [bsp@bhdu.org](mailto:bsp@bhdu.org)

If you wish to contact the Council's Data Protection Officer, please write to

Belfast City Council,  
City Hall Belfast,  
BT1 5GS  
or send an email to [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk)