

## **Education Department Privacy Notice:**

### **Course attendees :**

The details of course attendees who are not employees of St Richard's will be added to the secure database (ThankQ). Only minimum information to allow communication about the course, invoicing and certification will be kept (i.e. name, title, address, email, course attended, invoices sent, record of payment and receipts).

A record of the person's attendance at the training will be kept for 10 years, after which it will be removed from the record.

### **Gold Standards framework (GSF):**

For those delegates and organisations that attend the Gold Standards Framework courses, information will be shared with the National Gold Standards Framework (GSF) Centre in End of Life Care in London. The data transferred will be contact details and attendance and progress on the course. Any data transferred will be via password protected Excel files. The information will be used for tracking progress and to enable organisations to be accredited on completion of the course. Data about accredited homes is published on the Gold Standards Framework website <http://www.goldstandardsframework.org.uk/accredited-care-homes>.

### **Work Experience/Students:**

Those students attending the hospice for the purpose of work experience will complete a form which will include contact details and the contact number of a next of kin, this information will be kept for the duration of the student's placement. The information about next of kin will be destroyed after the place has completed and not added to the electronic files. Information that the student attended will be kept on a secure database for a period of 6 years.

### **Room Bookings:**

Booking forms for rooms are scanned and saved, complete with contact details and store these electronically in secure files on our internal network drives. These contact details are included on weekly booking programme which is shared with other members of the hospice. We also keep records of bookings and contact details on our Outlook calendar system and keep records of invoices issued in a hard copy file and on the internal drive in electronic format. We destroy these records once payments have been secured and our accounts have been audited.

### **Mailing list:**

We will maintain a mailing list on the secure hospice database. People will only be added to the education mailing list if they opt in to receiving information about Courses and Conferences when they make contact with us. Course attendees will be asked if they want future information before being added to the mailing list. If a person wants to attend a course but does not want to receive regular mailings their preferences on the database will be updated to reflect this and no mailings will be sent other than communication specifically regarding the course applied for (joining instructions, evaluation surveys, certificates of attendance, course materials etc.).