

## Co-worker transparency notice

Sydenham Garden (SG) records certain information about you. This information is overseen by SG's Data Controller (currently Beth Jaichand). The Data Controller can be contacted at the Resource Centre Office.

We record your name, address and telephone details as well as details of an emergency contact. We also record your mental health diagnosis and important information (such as a risk assessment) sent to us by the health professional who referred you, in order to give you the safest care possible. The legal basis for holding this information is called 'legitimate interest'. We will hold your records for a further 6 years after you complete your time as a co-worker with us, in line with NHS policy.

We will never pass your information onto an external individual or organisation without seeking your consent first. While reports on the effectiveness of the charity's work are sent to funders including Lewisham CCG and Lewisham Council, it is not possible to identify individuals from these reports.

*You have the following rights relating to the information that we hold about you:*

*A right to see the information we hold on you (**access**). SG will agree to your request as soon as practicably possible and not later than 1 month from the date of request.*

*A right to request any errors in your information are corrected (**rectification**). SG will agree to your request as soon as practicably possible and not later than 1 month from the date of request.*

*A right to request your information is erased from Sydenham Garden's records (**erasure**). If there is no good reason for SG to hold your information, SG will agree to your request to erase the information it holds on you. However, while you are a co-worker, there will be a continuing good reason to hold the information to help us to provide you with the best care possible.*

*A right to **complain** to the Data Controller using the SG Complaints Procedure. If you feel we have not responded correctly to your request please follow the SG Complaints Procedure. Should you not be satisfied after using our complaints procedure you have a right to complain to the Information Commissioners Office via: <https://ico.org.uk/concerns/> or by the Helpline on 0303 123 1113.*