

Privacy Notice

Improving the Cancer Journey

Purpose of Improving Cancer Journey (ICJ)

Improving the Cancer Journey (ICJ) is a service provided by West Lothian Council in collaboration with NHS Lothian. If you choose to take part in the ICJ programme you will receive direct assistance, advice and information, including:

- A Holistic Needs Assessment (HNA) which will be completed with you;
- An individual Care Plan which will be designed to help you, carers or your family members;
- Support from a dedicated ICJ Link Worker;
- Appropriate support solutions, based on the HNA outcomes;
- Re-enablement and rehabilitation packages.

Information held about you

West Lothian Council will collect personal information about you to complete the HNA and Care Plan. This information is detailed below:

- Your name, address, contact details;
- Information about your health and wellbeing;
- Information about your specific circumstances, including any physical, practical, emotional, family, relationship, spiritual or religious concerns;
- Any additional information that supports our understanding of your particular needs and enables us to develop an HNA and Care Plan tailored to you.

Why do we have your information?

The information is required to allow us to complete the Holistic HNA and Care Plan for you and to provide you with advice and support.

How will we use information we hold about you?

We will use the information we hold about you to develop the Holistic Needs HNA and Care Plan. We may also use anonymised statistics to evaluate the use of the service.

Who we will share your information with?

To develop your Holistic Needs Assessment and associated Care Plan, West Lothian Council will share your data with NHS Lothian.

In addition, if you request that West Lothian Council contact third parties on your behalf to support your Care Plan, we may share your data with the third party to do so. We will only share your data with third parties where you have consented for us to do so.

We may also anonymise your data and use this information to evaluate the Improving the Cancer Journey Service. We may also provide anonymised information to Macmillan Cancer Support for the purpose of evaluation and review. If we do anonymise your data you will not be identifiable in any way.

How long do we keep your records?

For any data held by West Lothian Council in conjunction with supporting the development of the Holistic Needs Assessment and subsequent Care Plan the council will keep information for a maximum of 7 years after last interaction.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Email – DataProtectionOfficer@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide you with a service. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office](#)