



## **Privacy Notice: Highland Youth Living Well Wellbeing Modules Research**

The purpose of this Privacy Notice is to inform you how we will process your personal information, for the purposes of focus group research for our Highland Youth Living Well Wellbeing Modules, setting out our responsibilities and obligations as a Data Controller.

The Data Controller for your information is MySelf-Management, Thorfin House, Bridgend Business Park, Dingwall IV15 9SL, company number SC050558.

All your personal information will be treated in accordance with data protection law including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

For any queries or concerns about how your personal data is being processed you can contact [info@myself-management.org](mailto:info@myself-management.org)

### **MySelf-Management will use your personal data for the following purposes:**

- To contact you
- To invite you to attend focus group meetings
- To use your feedback to improve the quality of the wellbeing modules
- To assess your suitability for focus groups based on age, school year, etc.
- To protect your health and safety in regard to any conditions you may have which may require first aid intervention
- For use in promotional materials (quotes and photographs)
- Your parent or guardian's details will be processed to obtain consent for participation on your behalf

### **Our lawful basis for using the data are:**

- Public task in the public interest (with reference to our charitable purpose 'the advancement of health', in collaboration with NHS Highland)
- Consent (promotional materials)

### **Where special category data is processed:**

- Legal obligation as set out in the Health and Safety at Work etc Act 1974 (conditions which may require first aid intervention data), and substantial public interest (Data Protection Act 2018, Schedule 1, 6(2)(a) function conferred by an enactment or rule of law (Health and Safety at Work etc Act 1974))

Disclosure of data is voluntary on your part, and is only processed if you wish to take part in the focus groups.

### **Your data will be shared with the following recipients or categories of recipient:**

Mike Ogden, Health Coaching & Consulting. Data is processed by Mike Ogden who will be delivering the focus group sessions and collecting feedback on behalf of MySelf-Management. A data processing agreement is in place for the purposes of this processing.

<https://www.mikeogden.uk/>

Your data will not be sent or stored outside of the United Kingdom.

The processing of your data does not involve automated decision making.

**Your data will be stored for the following retention periods:**

Special category data (intervention data) – one month after conclusion of focus group work.

All other data – one year after conclusion of the focus group work.

**Your rights**

Under data protection law, you have legal rights in relation to your information, including:

- your right to be informed of how your data is being processed, (as in this privacy notice);
- your right to access and obtain a copy of your data on request, often referred to as a subject access request;
- your right to ask an organisation to change incorrect or incomplete data;
- your right to ask an organisation to delete or stop processing your data under certain circumstances;
- your right to object to the processing of your data under certain circumstances; your right to data portability and in relation to automated decision making and profiling.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. Further details about your privacy rights can be found on the Information Commissioner's Office website [www.ico.org.uk](http://www.ico.org.uk)

**Further Information**

If you would like further information about how your personal data is processed by MySelf-Management or you have any concerns, please contact us in the first instance at [info@myself-management.org](mailto:info@myself-management.org).

If you are dissatisfied with the response, you have the right to lodge a complaint with the Information Commissioner's Office using their website <https://ico.org.uk/make-a-complaint/>  
Alternatively, you can write to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

***Last reviewed February 2025.***