

## Social Prescribing Information Schedule

### SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR MEMBERS – AGE UK CAMDEN/PSIC/ODL

Please be advised that this table represents the information that AUC (and subsidiaries where applicable) may retain in relation to your employment. It also details when this information will be securely destroyed.

Please note that the organisation may keep basic anonymised information beyond the retention period for statistical reporting.

Please sign the end of this document to confirm that you have been informed of this process and are in agreement.

Information gathered and retained	Purpose for processing	Organisations that this information may be shared with and reason why	Legal basis for processing	Assessment of data subjects interests	Duration of retention
Personal identifiers e.g. name, CLOG reference number NHS numbers CLOG numbers Hospital reference numbers EMIS numbers	As a means to identifying clients across organisational data bases where information is retained. Saves repeating and duplicating information on the data systems, reduces risk of over processing other sensitive data	NHS secondary care, social services, GPs, NHS primary care staff, ie integrated care teams, 3 <sup>rd</sup> sector organisations. London ambulance service and transport services, police.  Information is shared on a need to know bases ensure clients receive appropriate help, to raise any risk or concerns. CLOG and NHS Number, required by CN service to identify clients for monitoring purposes	Necessary for the performance of a contract of which the data subject is a party.  Necessary for the legitimate interests of the organisation.	Impact on data subjects rights and freedoms is very low.  Processing is in data subjects interest.	As per AgeukCamdens retention of information policies. As per NHS Camden's retention of information polices
Financial identifiers, e.g. National Insurance number	For client identification if interventions are required around a client's welfare/financial provision	DWP, social services,( transport services, taxi card applications) Queries about claims to the DWP, or other means tested services as proof of benefits and income	As above	As above	As per AgeukCamdens retention of information policies
Address	Full address and postal code, to carry	NHS secondary care, social	As above	As above	As per AgeukCamde

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	out home visits, to post service information letter, for lone worker identification of where staff are. To share with hospital transport.	services, GPs, NHS primary care staff, ie integrated care teams, 3 <sup>rd</sup> sector organisations. London ambulance service and transport services, police, pharmacy staff on a need to know bases. A requirement field to filled out on charity log AgeUkCamden			ns retention of information policies. As per NHS Camden's retention of information polices
Home and mobile telephone numbers	To make contact with clients in relation to their care and support provision	NHS secondary care, social services, GPs, NHS primary care staff, ie integrated care teams, 3 <sup>rd</sup> sector organisations. London ambulance service and transport services, police, Information shared on a individual need to know bases outside of AgeUkCamden	As above	As above	As per AgeukCamde ns retention of information policies. As per NHS Camden's retention of information polices
NOK phone NOK name and phone numbers	Incase it is necessary to contact NOK in an emergency, if next of kin has power of attorney of health or provides unpaid care it may be necessary to share information	GPs, social services, emergency services, transport services, hospital teams, pharmacies, integrated care services Age Uk Camden charity log visible to other users, (organisational requirement to collect this information) NHS requirement to update this information on EMIS	As above	As above	As per AgeukCamde ns retention of information policies. As per NHS Camden's retention of information polices
Choice of 1 <sup>st</sup> Language	To support client's choice of language, so other agencies working with the client are aware of this choice.	GPs, social services, emergency services, transport services, hospital teams, NHS primary care services, 3 <sup>rd</sup>	As above	As above	As per AgeukCamde ns retention of information policies. As per NHS Camden's

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	To help support services to meet the needs of the client such as providing interpreting services. Required by Ageuk Camden for routine monitoring purposes, tick box required field on charity log Required by CN services for monitoring purposes	sector, on a need to know bases			retention of information policies
GP name and surgery	Contractual Service requirement to record this for monitoring purposes. To identify GP to report progress, service interventions and any health deterioration or concerns.	Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport service, other 3 <sup>rd</sup> sector organisations London ambulance service and transport services, police, Information shared on a need to know to bases and in clients best interest	As above	As above	As per AgeukCamden's retention of information policies. As per NHS Camden's retention of information policies
Employment status	Age uk camden requirement for monitoring purposes, (organisation requirement to collect this information) In relation to financial interventions.	DWP only for benefit assessments purposes, information stored on Charity log visible to other users	As above	As above	As per AgeukCamden's retention of information policies
Religious group	Required by Ageuk Camden for routine monitoring purposes, tick box required field on charity log	Visible to other AgeUK Camden Charity log users(organisation requirement to collect this information) not routinely shared information by CN Team with other stakeholders unless there is a clear need to know reason in	As above	As above	As per AgeukCamden's retention of information policies.

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		relation to client wellbeing.			
Ethnicity	Required by Age Ukc Camden for Monitoring purposes	Only shared on a need to know bases outside of AgeUkCamden, should there be need to highlight any cultural sensitivities in relation to care provision and interventions, not routinely shared, but visible to other Charity log users at Age UK Camden, (Organisation requirement to collect this information)	As above	As above	As per AgeukCamdens retention of information policies.
DOB and age	Required for service monitoring purposes, required for identification of clients when working with health and social care providers	Routinely Shared only on a need to know bases, if required for identification purposes or monitoring information. Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport service, other 3 <sup>rd</sup> sector organisations	As above	As above	As per AgeukCamdens retention of information policies. As per NHS Camden's retention of information polices
Gender	Required for AgeUKCamdens monitoring purposes, required for identification of clients when working with health and social care providers	Routinely Shared on a need to know bases if required for identification purposes, monitoring information or appropriate care provision. Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport service, other 3 <sup>rd</sup> sector organisations, transport services	As above	As above	As per AgeukCamdens retention of information policies. As per NHS Camden's retention of information polices

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Sexual Orientation	Required by Ageuk Camden for routine monitoring purposes	Not routinely shared outside AgeUkCamden by CN Team Information can be accessed by other AgeUkCamden Charity log users, (organisation requirement to share this information)	As above	As above	As per age UK Camden retention of information policies
Any disabilities and medical conditions including if Dementia is diagnosed	Required for AgeUkCamden monitoring purposes.(organisation requirement to collect this information) Required by CN service for appropriate service provision in accordance to need, care planning purposes	Shared only on a need to know bases outside of AgeUkCamden, required only for appropriate care planning/interventions and support provision. For Age UK Camden monitoring purposes, visible to all,(organisation requirement) Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport service, other 3 <sup>rd</sup> sector organisations	As above	As above	As per age UK Camden retention of information policies As per NHS Camden's retention of information polices
Details of living arrangements: number of people living there, the accommodation type	Required for AgeUkCamden monitoring purposes,(organisation requirement to collect this information) Required by CN service for appropriate service provision in accordance to housing need,	Shared only on a need to know bases, outside of AgeUk Camden if required for purposes of seeking housing support/interventions or required access to property by other services, Social workers, emergency services, primary care teams, GP,s, transport service, other 3 <sup>rd</sup> sector organisations	As above	As above	As per age UK Camden retention of information policies As per NHS Camden's retention of information polices
If the client is housebound	Necessary information for	Shared only on a need to know bases,	As above	As above	As per age UK Camden

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	appropriate CN service provision. Required by AgeUKCamden for monitoring purposes, (organisation requirement to collect this information)	outside of ageUK Camden as required for CN service provision/interventions. On charity log for AgeUKCamden monitoring purpose visible to all users Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport service, other 3 <sup>rd</sup> sector organisations			retention of information policies As per NHS Camden's retention of information polices
If the client is a carer	Required for ageUKCamden monitoring purposes,(organisation requirement to collect this information) Required by CN service for appropriate service provision/interventions in accordance to need	Shared only on a need to know bases outside of AgeUK Camden if required for CN service provision/interventions purposes. Required by AgeUKCamden on Charity log for monitoring purposes, visible to all users. Social workers, emergency services, primary care teams hospital staff, GP,s pharmacist, transport services, other 3 <sup>rd</sup> sector organisations	As above	As above	As per age UK Camden retention of information policies As per NHS Camden's retention of information polices
Name and value of benefits client is in receipt of	Required by CN service for appropriate service provision/interventions	Shared only on a need to know bases if required for CN service provision/interventions purposes. Social workers, primary care teams, hospital staff, GP,s, transport service, other 3 <sup>rd</sup> sector organisations	As above	As above	As per age UK Camden retention of information policies As per NHS Camden's retention of information polices

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Uploaded documents in relation to clients issue. These may include: Any letters, emails or correspondence between client, professionals involved and advisors.	Necessary for appropriate information related to care planning and outpatient appointment coordination	Uploaded onto Charity log, AgeUK Camden. Locked to only visible to Care Navigation Team	As above	As above	As per age UK Camden retention of information policies

**Organisations we may refer to are:**

- A1 Opticians
- Abbey Community Centre
- AbilityNet
- Adult Social Care
- Age UK Business Directory
- Age UK Camden - Computers - Digital Inclusion
- Camden housing support teams
- Age UK Camden - Dementia Wellbeing Service
- Age UK Camden - Information & Advice
- Age UK Camden Counselling
- Age UK Camden Online shopping service
- Age UK Camden Will writing workshop
- Age UK Camden Nail care service
- Age UK Camden NW3 Good neighbours
- Age UK Kensington and Chelsea at Home Service
- TREAT Team Royal free hospital
- Better Gym
- Belsize Priory Integrated Primary Care Team
- Bladder & Bowel Care Services
- Bluebird Care
- British Red Cross
- Camden & Islington Wheelchair Service
- London Ambulance service
- Camden Adult Community Learning
- Camden Carers Service
- Camden Community Connectors
- Camden Central Access Team
- Camden Community Health
- Camden Council Helpline
- Camden Council Housing Services
- Camden Council Repairs
- Camden Floating Support
- Camden Handyperson's Service
- Camden Memory Service
- Camden Outreach Team

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Camden Podiatry Service  
 Camden Repairs  
 Camden Spectrum Centre  
 Camden Podiatry Appointment Office  
 Camden Sensory needs service  
 Camden Town shed  
 Careline Telecare  
 Camden Mental Health Team for Older People  
 Camden Outreach service  
 Bereavement services  
 Carers Allowance Unit - DWP  
 Castlehaven Community Centre  
 Central and North West London Health care trust  
 Camden Alcohol Services  
 Centre 404 (Learning Disabilities)  
 Complex Care nurse  
 London Irish Centre  
 Citizens Advice Bureau  
 Contact the Elderly  
 Dales Pharmacy  
 DWP  
 Dial a Ride  
 Disability Rights UK  
 District Nurse Team  
 General Practitioner (GP)  
 GoodGym  
 Hampstead Community Centre  
 Henna Asian Women's Group  
 Holborn Befriending  
 Holborn Community Association  
 Hospital Transport services  
 HGP Diabetes group  
 Int - Dementia Wellbeing  
 ICope psychological Services  
 Int - Direct Payments  
 Int Counselling Service  
 Int Dementia Befriending Service  
 Int IAA  
 Int Nail Cutting Service  
 Int Online Directory  
 Integrated Primary Care teams Camden  
 Int-Shopping Service  
 Journey 2 Work  
 Kentish Town Community Centre  
 Kentish Town Health Centre  
 Kilburn Neighbours Good Neighbours Scheme  
 GoodGym  
 Green Camden  
 Green Doctor Camden  
 Kingsgate Community Centre  
 LBC - Accessible Transport  
 LBC - Adult Social Care (ASC)  
 LBC Occupational Therapist  
 London Irish Centre  
 Mary Ward Adult Education Centre  
 Mary Ward Legal Centre  
 Mental Health Advocacy Service

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Meals On Wheels  
 Morefields Eye Hospital  
 Mobile Hairdressers  
 North London Cares  
 North Camden Recovery and Rehabilitation Mental Health Team  
 North London Carers  
 NW3 Good Neighbours Scheme  
 Oldfield Estate Sheltered Housing  
 One Housing Association  
 Origin Housing  
 Passport Office  
 Peckwater Centre  
 Peer Mentoring  
 Physiotherapist  
 Plus Bus Door-to-Door  
 Police service  
 Pohwer Advocacy Service  
 Queens Crescent Community Centre  
 Primrose Hill Neighbours Help  
 ReThink  
 Royal Free Hospital  
 Sheltered Accommodation  
 Specsavers – Hearing Aid  
 St Lukes Kentish Town  
 St Luke's Church  
 St Anne Church NW5  
 StPancras Hospital  
 Swiss Cottage Community Centre  
 Taxi Card  
 Technical for Life  
 The British Computer Association for the Blind  
 The Salvation Army  
 The Silver Line  
 Trusted Traders - Age UK London Business Directory  
 University of 3rd Age  
 UCLH  
 Voicability Advocacy  
 Voluntary Action Camden  
 West Hampstead Community Centre  
 Whittington Health and Dental Service  
 Wilshire Farm Foods  
 Wish Plus  
 Women and Health

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