

## Seirbheis Chomhairleachaidh Shabhal Mòr Ostaig: Sanas Prìobhaideachd

Tha Sabhal Mòr Ostaig an geall air am fiosrachadh pearsanta agad a dhìon a rèir nan laghan a thaobh dìon dàta agus fiosrachadh pearsanta. Tha an sanas prìobhaideachd seo a' mìneachadh ciamar a bhios a' Cholaiste a' làimhseachadh is a' cleachdadh an fhiosrachaidh phearsanta seo.

'S e Sabhal Mòr Ostaig (Teangue, Isle of Skye, IV44 8RQ. Phone: 01471 888000) Stiùiriche Dàta an fhiosrachaidh a thathar a' cruinneachadh.

Foillsichidh sinn atharrachaidhean sam bith a nì sinn don t-sanas seo air an làraich-lìn againn

<http://www.smo.uhi.ac.uk/gd/colaiste/gnothaichean-corporra/sanas-diomhaireachd/>

### **Dè am fiosrachadh a bhios sinn a' cruinneachadh?**

#### **A' chiad chonaltradh**

- D' ainm agus do sheòlaidhean puist-d SMO/OGE

#### **A' Chiad Choinneamh Measaidh**

- Seòlaidhean, latha-breith is aois, post-d pearsanta agus àireamh fòn-làimh
- Fiosrachadh riatanach airson obair leighis, mar eisimpleir, na h-adhbharan a thug ort fios a chur don t-seirbheis chomhairleachaidh; na prìomh chùisean comhairleachaidh; ainm is fios-conaltraidh an dotair agad; na siostaman taic agad; cungaidhean-leighis; aileirgidhean; ciorram; agus amas an leighis.
- Thèid iarraidh ort Warwick-Edinburgh Mental Well-being Scale agus College Counselling Measuring Tool a lìonadh. Thèid iarraidh ort seo a lìonadh aig deireadh na greis comhairleachaidh cuideachd.
- Cùmhnant leis an t-seirbheis chomhairleachaidh le aonta sgrìobhte.
- Aonta sgrìobhte a leigeas le Seirbheis Chomhairleachaidh Shabhal Mòr Ostaig do chuid fiosrachadh pearsanta a làimhseachadh.

#### **Anns na coinneamhan leantainneach**

- Tha notaichean goirid sgrìobhte gan cumail airson cuid den fhiosrachadh a dh'innseas tu don chomhairliche a chlàradh agus leigidh seo leis a' chomhairliche cuimhne a chumail air an fhiosrachadh airson leantainneachd nan seiseanan comhairleachaidh a lìbhrigeadh

## Carson a tha sinn a' cumail an fhiosrachaidh seo?

- Tha Seirbheis Chomhairleachaidh Shabhal Mòr Ostaig a' cumail is a' cleachdadh an fhiosrachaidh phearsanta agad airson seirbheis chomhairleachaidh a libhrigeadh
- 'S e an cumhnant an stèidh laghail airson am fiosrachadh phearsanta a libhrigeadh

## **A' Foillseachadh Fiosrachaidh**

- Cha bhi Seirbheis Chomhairleachaidh Shabhal Mòr Ostaig a' co-roinn do chuid fiosrachadh phearsanta às aonais cead soilleir, ach ma bhios tu fhèin no cuideigin eile ann an cunnart, no ma bhios cunnart croin ann, faodaidh iad fiosrachadh a chur air adhart airson do chumail fhèin agus daoine eile bho chunnart.
- Faodaidh sinn, le do chead, fiosrachadh phearsanta a cho-roinn le seirbheisean eile a leithid Seirbheisean Oileanach, am PAT agad agus/no an dotair agad.

## **Dè cho fada 's a chumas sinn am fiosrachadh?**

- Bithear a' cumail chlàraidhean fad 5 bliadhna an dèidh an t-seisein mu dheireadh mar as àbhaist mus tèid an sgrios. Ach faodaidh luchd-cleachdaidh iarraidh oirnn gun tèid an cuid notaichean a sgrios nuair a thig an comhairleachadh gu crìch.

## **Na còraichean agad**

- Tha còir agad lethbhreac den fhiosrachadh phearsanta agad fhaighinn le bhith a' cur fios sgrìobhte don t-seirbheis chomhairleachaidh agus faighneachd dhinn an cuir sinn fiosrachadh ceart ma tha e ceàrr no neo-choileanta
- Tha còir agad ann an cuid de shuidheachaidhean an dòigh a bhios sinn a' cleachdadh do chuid fiosrachaidh a bhacadh, fiosrachadh phearsanta a dhubhadh às no lethbhreac didseatach den fhiosrachadh phearsanta agad a thoirt dhut
- Faodaidh tu fios a chur thugainn mar a leanas ma bhios ceist agad mun dòigh a bhios Seirbheis Chomhairleachaidh Shabhal Mòr Ostaig a' làimhseachadh an fhiosrachaidh phearsanta no nan còraichean agad fo laghan prìobhaideachd:

Comhairliche na Colaiste: Sheila M. Hamilton	Oifigear Dìon Dàta: James Nock
Sabhal Mòr Ostaig	Oilthigh na Gàidhealtachd is nan Eilean
Fòn: 01471 888 303	Fòn: 07766 366765
Post-d: <a href="mailto:sm00smh@uhi.ac.uk">sm00smh@uhi.ac.uk</a>	Post-d: <a href="mailto:dataprotectionofficer@uhi.ac.uk">dataprotectionofficer@uhi.ac.uk</a>

Mura h-eil thu riaraichte leis an dòigh a chaidh an dàta phearsanta agad a làimhseachadh, tha còir agad gearan a chlàradh leis a' Choimiseanair Fhiosrachaidh. 'S urrainn dhut fios a chur gu Oifis a' Choimiseanair Fhiosrachaidh air an làraich-lìn aca: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## Sabhal Mòr Ostaig Counselling Service: Privacy Notice

Sabhal Mòr Ostaig is committed to protecting your personal information in accordance with the laws concerning data protection and personal information. This privacy notice explains how personal information relating to the counselling service is processed and used by the college. The Data Controller of the information being collected is Sabhal Mòr Ostaig, Teangue, Isle of Skye, IV44 8RQ. Phone: 01471 888000.

We will publish any changes we make to this notice on our website at:

<http://www.smo.uhi.ac.uk/gd/colaiste/gnothaichean-corporra/sanas-diomhaireachd/>

### **What information do we collect about you?**

#### **At first contact**

- Your name and SMO/UHI email address

#### **Initial Assessment Meeting**

- Addresses, DOB & age, personal email and mobile number
- Information to facilitate the therapeutic work including your reasons for contacting the counselling service: presenting issues; name and contact details of your GP; your support systems; medication, medical conditions, allergies, disabilities and aims of therapy
- You will be asked to complete a Warwick-Edinburgh Mental Well-being Scale and a College Counselling Measuring Tool. You will be invited to complete this at the end of counselling too
- A signed contract with the counselling service
- A signed consent for the Sabhal Mòr Ostaig Counselling Service to handle your personal information

#### **At ongoing appointments**

- Brief hand-written notes of sessions are kept to summarise some of the information that you tell your counsellor and which is important for the counsellor to remember in order to facilitate the continuity of counselling sessions

#### **Why we collect this information**

- The Sabhal Mòr Ostaig Counselling Service collects and uses your personal information to provide and operate a counselling service
- Our legal basis for processing your personal information is we have a contract

## Disclosing Information

- The Sabhal Mòr Ostaig Counselling Service does not share your personal information without your explicit consent however if your counsellor is concerned that you or someone else might be in danger of significant risk of harm, they may pass on information in order to keep you or other/s safe from harm.
- With your permission, we may share your personal information with other services such as Student Services, your PAT and/or your GP

## How long your information is kept

- Records are normally kept until 5 years after the last counselling session and destroyed by shredding, however clients can request that notes are destroyed as soon as they finish counselling.

## Your rights

- You have rights to obtain a copy of your personal information by contacting the counselling service in writing and to ask us to correct inaccurate or incomplete information
- Under certain circumstances you also have rights to restrict the way we use your personal information, to object to the way we use your personal information, to erase your personal information or to provide you with a portable electronic copy of your personal information
- If you have any questions about the way the Sabhal Mòr Ostaig Counselling Service handles your personal information or your rights under privacy laws, you can contact us in the following ways:

College Counsellor: Sheila M. Hamilton	Data Protection Officer: James Nock
Sabhal Mòr Ostaig	University of the Highlands & Islands
Phone: 01471 888 303	Phone: 07766 366765
Email: <a href="mailto:sm00smh@uhi.ac.uk">sm00smh@uhi.ac.uk</a>	Email: <a href="mailto:dataprotectionofficer@uhi.ac.uk">dataprotectionofficer@uhi.ac.uk</a>

If you are dissatisfied with the way your personal information has been handled you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner's Office can be contacted via their website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)