

ASCEND PRIVACY NOTICE

ABOUT THE ASCEND PROJECT

The ASCEND project has been commissioned by the BDA Paediatric Specialist Group (PSG) and Dietitians Interested in Special Children (DISC). It is funded by the British Dietetic Association (BDA) to support the development of evidence-based safer staffing guidance for community paediatric dietetic services providing care for children and young people requiring home enteral tube feeding (HETF).

The project builds upon the BDA **Safe Staffing and Safe Workload (2024)** framework by collecting specialist workforce information to better understand staffing requirements, workload pressures and service delivery within community paediatric enteral feeding dietetic services.

WHAT INFORMATION WILL BE COLLECTED?

The survey collects information relating to workforce planning and service delivery, including:

- workforce establishment (WTE/FTE);
- staffing structure and pay bands;
- vacancies;
- workload and activity;
- caseload composition;
- average patient contacts and consultation times;
- workload pressures;
- service configuration;
- home and remote working arrangements;
- governance and service characteristics.

The survey also collects limited service-identifiable information to enable analysis and communication throughout the project, including:

- NHS organisation/service name;
- service address;
- generic team or service email address.

No names or contact details of individual members of staff are collected.

Individual workforce information is collected only in anonymised form (for example, NHS pay band or code name) and cannot be used to identify individual clinicians.

The project **does not collect any patient-identifiable information**.

PURPOSE OF PROCESSING

The information collected will be used solely for:

- workforce analysis;
- workload modelling;
- development of evidence-based safer staffing recommendations;
- interpretation of the BDA Safe Staffing framework for community paediatric enteral feeding dietetic services;
- project reporting and dissemination.

Information will **not** be used to assess the performance of individual clinicians.

Published reports will present aggregated findings only.

DATA CONTROLLER

The **British Dietetic Association (BDA)** is the Data Controller for the ASCEND project.

The ASCEND project team processes information on behalf of the BDA in accordance with agreed project governance arrangements.

LAWFUL BASIS

The lawful basis for processing under the UK General Data Protection Regulation (UK GDPR) is:

Article 6(1)(f) – Legitimate Interests

Processing is necessary to support professional workforce planning, service improvement and the development of evidence-based guidance for community paediatric dietetic services.

HOW YOUR INFORMATION WILL BE COLLECTED AND STORED

Project information will initially be accessed via a website, using the BDA's subdomain. The domain is hosted through a BDA-approved UK server. The data will be stored within the project's secure Microsoft 365 Business

Premium environment, configured specifically for ASCEND and approved by the British Dietetic Association for project use.

Security measures include:

- encrypted data transmission;
- secure cloud storage;
- role-based access controls;
- multi-factor authentication;
- automatic audit logging;
- restricted access to authorised project personnel only.

The project repository is used solely for the purposes of delivering the ASCEND project. Project information will be stored and processed within the United Kingdom and will not be transferred outside the UK without appropriate safeguards.

WHO WILL HAVE ACCESS?

Access to project information is limited to authorised members of the ASCEND project team who require access to fulfil their project responsibilities.

Access permissions are regularly reviewed and all system access is automatically logged.

Information will not be shared outside the project team except:

- with the British Dietetic Association as Data Controller;
- where required by law;
- where anonymised or aggregated findings are published.

Project information will be stored and processed within the United Kingdom and will not be transferred outside the UK without appropriate safeguards.

DATA RETENTION

Project information will be retained only for the period necessary to complete the ASCEND project, including analysis, reporting and agreed dissemination activities.

Following completion of the project:

- all datasets, reports, analytical outputs and supporting documentation will be transferred securely to the British Dietetic Association;
- all local working copies of project data held within the secure temporary project environment will be securely deleted in accordance with recognised information governance and data security standards.

The project analyst may retain analytical code, scripts and reusable project infrastructure only.

No project datasets or respondent information will be retained by the project analyst following project completion.

Project information will be stored and processed within the United Kingdom and will not be transferred outside the UK without appropriate safeguards.

PARTICIPATION

Participation in this survey is voluntary.

Before submitting the survey, respondents will be asked to confirm that they have read and understood this Privacy Notice. It will not be possible to join the ASCEND project work without this.

Respondents should only provide information they are authorised to share on behalf of their organisation.

YOUR RIGHTS

Under the UK GDPR you have the right, where applicable, to:

- request access to your personal data;
- request correction of inaccurate information;
- request restriction of processing;
- object to processing where appropriate;
- lodge a complaint with the Information Commissioner's Office (ICO).

FURTHER INFORMATION

If you have any questions about this project or how your information will be processed, please contact:

Project manager and data analyst : Alia S Torreadrado

ASCEND

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<https://hef.bda.uk.com>