

Thank you for booking on to the virtual Diabetes Smart session.

In light of the COVID-19 pandemic the Trust will be offering virtual Diabetes Smart Sessions.

Microsoft Teams offers a safe and secure video conferencing facility and in line with current Data Protection legislation a Data Protection Impact Assessment has been completed to assess for any privacy risks.

For further information on what type of information Wirral Community Health and Care NHS Foundation Trust (WCHC) holds; how that information is used; who we may share that information with; and how we keep it secure and confidential please read our privacy notice - <https://www.wchc.nhs.uk/help/privacy>

Please be aware that the Microsoft Teams Diabetes Smart Session will take 1-2 hours and that unless you are connected to WiFi your mobile data will be used during the session.

By joining the virtual Diabetes Smart Session you are consenting to use of Microsoft Teams.

Please be aware of the group ground rules for attendance at the session:

- You will be asked for your name and date of birth when you first log onto the session so we can confirm the identity of those attending the session
- Either attend alone or, if you want to bring a family member/friend please ask them to introduce themselves at the start of the session
- Please do not record the session or take screen shots
- Maintain confidentiality
- Treat each other with respect
- Keep to the topic being discussed
- Let everyone's viewpoint be heard
- Join in discussions when invited if you wish to
- Share useful information and resources with others
- Do not use the chat function available on Microsoft Teams during the session

A session information booklet is available for use prior to/during the session.

To get the most from the session we recommend that you take a look at the booklet prior to the session.

For each session we have suggested on line resources that can be helpful to look at or short activities you can do before joining the session.

For some sessions you may want to have specific resources available e.g. a food label for the labelling session.

If you have not used Microsoft Teams before we recommend you join the sessions 10-15 minutes prior to the start time in case of any technical difficulties.

We look forwards to seeing you at the session.

If you have any questions or require any further information please contact us.

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**Wirral Community Health and Care
NHS Foundation Trust**

Chair: Professor Michael Brown CBE DL
Chief Executive: Karen Howell