

## The Principles of Data Protection

There are eight principles of good practice related to the act and anyone processing personal data must comply with these.

Information must be:

1. Fairly and lawfully processed.
2. Appropriate for the purpose for which it's being used and must not be used for any other purpose.
3. Adequate, relevant and not excessive.
4. Accurate and up to date.
5. Only kept as long as necessary.
6. Processed in accordance with the rights of the individual who has the right to access this information.
7. Secure and kept confidential.
8. Transferred only to countries within the European Economic Area (as these countries are considered to have adequate levels of data protection).

Due care must be taken when adding notes or instructions to orders that these principles are upheld.

## Where is the Equipu store based?

Equipu is based in the Baillieston area of Glasgow, which has good links to the motorway and road networks.

It is a large converted warehouse which contains storage facilities for the equipment, workshop area for technical staff, recycling area for cleaning returned equipment to agreed standards, training facilities and office accommodation.

Baillieston Distribution Centre  
Unit 17 – 20  
Nurseries Road  
Baillieston  
G69 6UL

## Who are based there?

The store management team are:

Gerry Kelly	-	Service Manager
Ian Magill	-	Technical Manager
Brian Beckett	-	Stores & Distribution Manager
D Montgomery/ Rona Borland	-	Senior Admin Officers (job share)
Douglas Fowley	-	Development and Support Officer
Denise Hay	-	ICT Trainer

There is also an administration team, store persons and recycling staff.

If you require this leaflet in other formats please contact 0845 270 2246



Phone: 0845 270 2246

Fax: 0141 773 3842

## What is Equipu?

Equipu is a service responsible for assessing, providing, delivering and installing a range of equipment supplied by health and social work services to people requiring assistance living at home.

This service has been developed in partnership between Glasgow City Council, NHS Greater Glasgow and Clyde, East Dunbartonshire Council, West Dunbartonshire Council, East Renfrewshire Council, Renfrewshire Council and South Lanarkshire Council.

### Service Objectives

- A single simplified pathway for service delivery from provider to service user.
- Effective application of the Joint protocol to ensure a more responsive provision of equipment.
- Improved use of current resources through centralisation of the functions of the equipment service.
- Improved refurbishment and recycling arrangements.
- Meet legal requirements /responsibilities in relation to health and safety.
- Develop an innovative IT system which links all the elements of service delivery.
- To meet the essential elements of the best value regime.

## What advantages does Equipu provide?

Joint purchasing and service delivery achieves maximisation of resources, ensuring a higher quality of service to the public.

Expected benefits of the store will be:

- Joint working and co-ordination.
- Simplified systems and procedures.
- Improved seamless and responsive service for staff and service users.
- Freeing up valuable clinical time.
- A faster response time for the delivery and uplift of equipment.
- Improved health and safety in relation to the recycled equipment and electrical equipment which is used.

## Who operates the Equipu store?

Cordia is a Limited Liability Partnership owned by Glasgow City Council and have been contracted to run the service for the Partners. Cordia is also responsible for a range of services including home care (Glasgow City Council) and technical and transport services.

## How can staff order equipment from Equipu?

Assessing staff across Health and Social Work Services can request equipment from the Equipu Store service indicating the priority and timescale with which the request will be dealt. These requests will be made using the Equipu IT system via the internet.

Prescribers with authorisation can access: [www.equipu.org.uk](http://www.equipu.org.uk)

This gives access to the Equipu system where prescribers can view an online catalogue which will assist in choosing equipment.

Electronic confirmation will be received by e-mail to advise system users of the progress of their orders. The system can also be used to request uplifts and repairs of equipment when required.

Appropriate access to the system will be given through completion of a registration form which must be authorised by a budget manager.

## Project Team

### Where can I get support & advice?

The Partners employ a Project Manager and support staff to lead on the development and implementation of Partnership arrangements. They are:

Alison Docherty - Project Manager  
Shona Millar - Senior Officer  
James Restrict - Resource Worker  
Janet Cormack - Clerical Support

Contact on:- **0141 276-5633**