



**WOKINGHAM
BOROUGH COUNCIL**

Privacy Notice Public Health

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

Who are we?

Public Health
Wokingham Borough Council,
Shute End
Wokingham,
Berkshire,
RG40 1BN

What is the lawful basis for processing the information?

All local authorities have a duty to improve the health of the population they serve. The lawful basis for processing your information is; Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'; and Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health'.

The legislation and guidance which is relevant to Public Health is; Section 42(4) of the SRSA (2007) as amended by section 287 of the Health and Social Care Act (2012), and Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.

How do we collect information from you?

Information is collected from you as the service user via online web forms, hard copy documents, e-mail, by telephone or through face-to-face discussion. We obtain and use a wide variety of data either directly or through the Berkshire Public Health Shared Team. Data and information is obtained from a range of sources including the Office for National Statistics (ONS), Public Health England (PHE), NHS England, NHS Digital, local Clinical Commissioning Groups (CCGs), GPs and hospitals, as well as external partners and agencies that we work closely with to protect public safety and the safety of individuals, such as the Police and other emergency services.

Data is also collected at the registration of a birth or a death and client or customer use of provider services as commissioned by Wokingham Borough Council. This enables us to measure the health, mortality, morbidity and care requirements of our population and allows us to plan and deliver appropriate services to protect and enhance the health of our residents.

What type of information is collected from you?

The service collects and processes a range of information to understand the health needs of our residents and to appropriately promote health improvements within Wokingham, and continue to make service improvements.

The majority of the information that we collect is aggregated data where all anonymised information has been grouped together so that it doesn't identify individuals, Anonymised data where information about individuals has had all identifying details removed or Pseudonymised

data contains information about individuals but with the identifiable details replaced with a unique code.

There will be times when we are unable to carry out our tasks without using identifiable data. When this is the case, we will collect the following information: Surname, Forename, Title (optional), Age or Date of birth, Address, Postcode, E-mail, Phone number and any relevant health related information to the enquiry.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

How do we use the information you have provided?

We use this information for statistical analyses to measure and understand the health needs of our local populations, and to inform the planning, evaluation and targeting of health services.

This data will be used to enable the Public Health Team to carry out their statutory responsibility in relation to the Joint Strategic Needs Assessment, Director of Public Health Annual Report and the Health and Wellbeing Strategy. These will identify local priorities and inform how and which services are commissioned for the local population.

The data is required for the Public Health Team to carry out the functions for which it has responsibility, for example the 0-19 Healthy Child Programme, sexual health services, drug and alcohol services, health protection, NHS Health Check programme, lifestyle and behaviour change programmes and services.

Who has access to the information about you?

Your information is managed by staff employed in the Public Health service. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security measures which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a personal electronic pass (lanyard) to access staff only areas.

Who we may share your information with?

When contacting the Public Health Service to gain access to services, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. We do not disclose any information to a third party who is not identified on our agreement with NHS Digital and only then if there is a valid reason to share. Any data requests

received from a third party will only receive anonymised and aggregated data to a level that complies with the Office of National Statistics Disclosure Guidance unless we are required to do so for legal reasons, or you have given informed consent to share.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

To ensure that information is continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access individuals personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

How long do we store your information?

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement

Does the service utilise automated decision-making?

The Public Health Service does not utilise automated decision-making in the services that it provides.