



Public Health Services Privacy Notice

Document control		
Document title	Public Health Services Privacy Notice	
Purpose		
Author	Helen Day	
Date of publication	13/07/18	
Valid until	13/07/19	
Owner/responsibility	Helen Day/Kate Ardern	
Distribution	LanConsent/Other	
Version	Date	Comments
Version 1.0		



Public Health Services Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

Wigan Council and organisations who work on behalf of us, collect, store and process personal and sensitive information about Public Health Services. This information enables us to carry out specific functions that we are responsible for.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

This notice provides additional privacy information for:

- Public Health Services.

It describes how we collect, use and share personal information about you:

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity’.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

We collect Special Information:

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

Purpose(s):

Wigan Council Public Health team uses personal identifiable information (any data that could potentially identify a specific individual) about residents and users of

health care in Wigan, to enable it to carry out specific functions for which it is responsible, such as:

- Control of infection
- Managements of risks to public health
- National Child Measurement Programme
- NHS Health Check Programme
- Organising and supporting the 0-5 health service and school nursing services

Wigan Council Public Health team also uses the information to derive statistics and intelligence, this information is used to:

- Produce assessment of the health and care needs of the population, in particular, to support the statutory responsibilities of the :
 - Joint Strategic Needs Assessment (JSNA)
 - Director of Public Health Annual report
 - Health and Wellbeing Strategy
- Identify priorities for action
- Inform decisions on (for example) the design and commissioning of services
- To assess the performance of local health and care system and to evaluate and develop them
- To report summary statistics to national organisations
- Undertake equity analysis of trends, particular for vulnerable groups
- To support clinical audits

These statistics are used in such a way that individuals cannot be identified from them and personal identifiable details are removed as soon as is possible in the processing of intelligence.

Categories of personal data:

In order to carry out activities and obligations as providers of Public Health Services we process personal information in relation to:

- Contact details, for example address, postcode, telephone number.
- Geographic codes such as postcodes for the analysis of health inequalities
- Information from death certifications received via Primary Care Mortality Database including date of birth, NHS number
- Information from birth certifications received via NHS Digital including date of birth, NHS number and postcode of mother.
- Information about the provision of Public Health services including
 - Immunisations
 - Control of infection
 - Drug and alcohol treatment services
 - Sexual health services
 - 0-5 health services
 - School nursing services
 - Lifestyle and behaviour change services
 - Cancer screening
 - Other screening programmes
 - Public health initiatives
- Information about lifestyle behaviours, including data collected from surveys
- Information disease prevalence, including cancer registrations
- Information about other health statuses including blood pressure
- Information about health and social care use, including
 - GP services
 - Hospital services

- NHS community services
- Mental health services
- Social care services

Special Categories:

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)

The legal bases we rely on for processing your personal information are:

The data is supplied to public health in Local Authorities and NHS organisations for public health statistical purposes under: Statistics and Registration Service Act (2007) and Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.

If you we intend to use your information beyond legal obligations or to exercise specific rights. We will seek your consent to process your information and full guidance will be provided.

AUTOMATED DECISION-MAKING

All the decisions we make about you involve human intervention.

COOKIES

To find out how we use cookies please see our cookie notice.

DATA SHARING

This data is provided to Public Health Service either direct by the public or by national and local NHS and Local Authority data services and organisations and shared with Public Health.

Confidential Public Health data will only be shared with other local NHS, local authorities or care organisations with the permission of the Public Health Caldicott Guardian, once the necessary legal basis has been established and data protection safeguards have been verified, so that the data is managed and used under the same restrictions. Anyone who receives information from Wigan Council Public Health is also under a legal duty to keep it confidential.

DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.

- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

RIGHT TO WITHDRAW CONSENT AT ANYTIME

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

If you wish to withdraw consent you should notify the [Public Health team](#). **You should put this in writing** and we will process your request within 14 days.

YOUR RIGHTS

In addition to the above you have legal rights in relation to your personal information.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should visit our website where you can make a **subject access request or write to us:**

Wigan Council, PO Box 100, Wigan WN1 3DS.

DATA PROTECTION OFFICER

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

CHANGES TO THIS PRIVACY NOTICE

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.