



**WOKINGHAM
BOROUGH COUNCIL**

Privacy Notice Public Health

This notice, in conjunction with Wokingham Borough Council's 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?

The Local Authority needs to process data and information to fulfil its Public Health legal duty to improve and protect the health of the local population. The Health and Social Care Act (2012), and the Local Authority Public Health Functions regulations (2013) and related statutory instrument place a duty on Local Authorities to provide health and wellbeing services that include, but are not limited to:

- Open access sexual health services
- National Child Measurement Programme
- Health checks for those who are eligible
- Public health advice
- Health protection

They also include a general duty to improve public health and to take steps to improve the health of people who live in the area; to help individual minimise the risk to their health; and to encourage individuals to adopt healthier lifestyles.

The use of data and information is vital to support these duties as it equips the Council with insight around: the needs amongst different groups when it comes to improving their health and wellbeing; access to and the effectiveness of Public Health Services; any trends in disease and risks to public health.

Other legislation relevant to the processing of data are:

- The Statistics and Registration Service Act (2007) as amended by section 287 of the Health and Social Care Act (2012)
- Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.

The lawful basis for processing information under Article 6 of the UK General Data Protection Regulation 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'.

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 also obtain and use data that has been provided to us by other health and care organisations and agencies that we work closely with to protect public safety and the safety of individuals, such as the Police and other emergency services.

We obtain and use data provided to us through Data Sharing Agreements held with NHS England. These include data relating to Birth and Deaths Registrations and the use of Hospital Services. These data are used to understand the patterns of disease and service use within the local population and are a key data source used as part of our Joint Strategic Needs Assessment process. They enable us to best plan and deliver appropriate services to protect and enhance the health of our residents.

Data is also collected from you as a client or customer of Public Health services as commissioned by Wokingham Borough Council. This enables us to measure the use and effectiveness of such services to ensure that they are meeting the local population need.

What type of information is collected from you?

Public Health service providers collect and process a range of information to understand the use of those services, their effectiveness, and the health needs of our residents to appropriately promote health improvements within Wokingham and to continue to make service improvements.

Much 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 data such as: Surname, Forename, Title (optional), Age or Date of birth, Address, Postcode, E-mail, Phone number. We may also collect special category information such as any relevant health related information to the enquiry, and sexual orientation.

When there is a suspected suicide that involves a child, vulnerable adult, or where there is an assessed higher risk of the suspected suicide leading to further suicides or suicide attempts, person-identifiable data may be shared with a named public health officer.

NHS England provide:

- Access to Civil Registrations data sets which includes information collected by the registrar on the registration of a birth or a death. The births data set also contains additional data around the birth event as recorded by the hospital. These data sets contain person-identifiable information.
- Hospital Episode Statistics which contain information about attendances at Accident and Emergency Department, hospital inpatient stays, and hospital outpatient appointments. This data is pseudonymised meaning that any information that can directly identify an individual has been replaced with a code that cannot be linked back to an individual using any other information that the Council hold.

How do we use the information you have provided?

We use this information for statistical analyses to measure and understand and respond to 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, suicide prevention, 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 Council's network. 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 England 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.