

Privacy Notice – Public Health

Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. You can contact our Data Protection Officer on 01332 640763 or by email at Data.protection@derby.gcsx.gov.uk

How do we collect information from you?

We collect information from you when you visit www.derby.gov.uk; also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

(a) Purpose of collecting the data

As a local authority we have a duty to improve the health of our local population. We use the information and data we collect to measure the health, mortality or care needs of the population; to identify risks to the public's health and identify opportunities to improve the public's health, and to inform the planning, evaluation and targeting of health, care and public health services.

We work with many types of data to be able to promote health and support improvements in the delivery of health and care services for the people of Derby:

1. Identifiable data – this is personal data that can identify individuals, such as name, date of birth, gender, address, postcode and NHS number.
2. Pseudonymised data – this contains information about individuals but with the identifiable details replaced with a unique code.
3. Anonymised data – all identifying details are anonymised so individuals can not be identified.
4. Aggregated data – this is data that has been grouped together so that it doesn't provide information on individuals, only groups of people.

We are committed to using aggregated, pseudonymised or anonymised information as much as possible. Where necessary, personal or sensitive identifiable data may be shared with us by another organisation due to us being part of a service they are providing, or as part of research and intelligence necessary for Public Health functions, such as informing decisions on the design and commissioning of services, or to safeguard and protect the health of the local population.

We receive information from organisations such as the Office for National Statistics, NHS Digital, national and local NHS bodies and Clinical Commissioning Group, local authorities, Derbyshire Constabulary, Derbyshire Probation Trust, schools and other organisations that provide services on our behalf.

How is your information used?

In accordance with s.10 of the Data Protection Act 2018; we may use your information to enable us to carry out specific public health functions which we are responsible for, such as:

- *control of infection,*
- *sexual health services,*
- *drug and alcohol treatment services,*

- *management of risks to Public Health,*
- *lifestyle and behaviour change services,*
- *organising the National Child Measurement Programme,*
- *organising the NHS Health Check Programme,*
- *organising and supporting the 0-19 public health nursing services.*

We may also use your information to:

- *support the reduction and impact of violence in the city,*
- *safeguard children and vulnerable adults, for example, by reviewing child deaths in the city and deaths related to drugs and alcohol.*

The Public Health team also uses the information to derive statistics and intelligence for research and planning purposes, which include:

- producing assessments 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,
- informing planning (for example) for the design and commissioning of services
- to assess the performance of the local health and care system and to evaluate and improve them,
- to report summary statistics to national organisations,
- to undertake analysis of trends in terms of health needs and use and access to service.

In these cases, the information is 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.

Research & Statistics

Anonymised & Pseudonymised data may be used for research & Statistical purposes. Any Data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- Other Council Departments, Derby Homes and schools in Derby (if appropriate) – for example, to ensure we meet our statutory duties.
- Statutory agencies, such as the Police – we may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.
- Other organisations, such as those delivering services on our behalf, as appropriate to meet our public health responsibilities.

Your information will only be shared with these third parties where we have your consent or in meeting our legal obligations or completion of our public tasks.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete

information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection 2018

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

Public health does not use your information for any automated decision-making.

Include details as relevant; The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

Under 13s

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. [View what cookies we use and how you can manage them.](#)

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance
The Council House,
Corporation Street,
Derby, DE1 2FS

By phone: 01332 640763

By email: Data.protection@derby.gcsx.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk.