

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us with our legal duty to improve the health of the population we service in West Berkshire.

Date of Issue: 03 July 2020

Update History:

Version 1	First issue of a new Privacy Notice
Version 1.1 13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: People
Service: Public Health and Wellbeing

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

What data will we collect about you?

All local authorities have a duty to improve the health of the population they serve. To help with this, West Berkshire's Public Health team use data and information from a range of sources.

This includes information collected at the registration of a birth or a death and client or customer use of provider services as commissioned by West Berkshire Council. This helps us to understand more about the health and care needs of the population/s in our area.

The exact data we collect, process or share is very much dependent on the type of activity we're undertaking, or the type of service you are accessing, but can be assumed broadly to include one or more of the following:

- Your name
- Your address
- Your contact details (for instance a phone number or email address)
- It may also include details about your health, services you access or need to access

What will we use your data for?

We use the data as part of our duty to try and improve the health of the population of West Berkshire.

If the data can be used in a way that does not identify you (for instance for reasons of research or statistical analysis) then we will do so by aggregating it (combining it with other data and therefore making it impossible to identify you) or anonymizing it (removing anything that relates to you as an individual).

The reasons we might use this data could be, for instance, to measure the health, mortality, morbidity and care requirements of our population, allowing us to plan and deliver health and care services in a coordinated and efficient way.

It is possible that we will also collect or process data that does identify you individually. This could be for a number of reasons – it could be that you give us consent to do so, it could be that there is a legal reason why we must, or it could be that it is a matter of someone's vital interests (a "life or death" reason). It could also be to coordinate a response to an emerging public health issue as part of a wider response or recovery.

Processing and collection will be carefully controlled; the reasons for this are explained below ("Why is the Council Doing This").

What we won't use your data for

We won't:

- Sell your data
- Use it for commercial purposes
- Use it to make decisions about you, the services you access or might need without your explicit knowledge
- Use it to make automated decisions about your eligibility for services
- Use it to sign you up for emails, newsletters or other contact that isn't directly related to the reasons we have collected it, or why it was shared with us

Who will see your data?

Your data will be held by West Berkshire Council's Public Health and Wellbeing service. On occasion, again depending on the kind of activity we are undertaking, it may be necessary to share or transfer your data to third party organisations. These would most normally be the NHS (for instance clinical commissioning groups), other member authorities within of Public Health for Berkshire, Public Health England, or in rare cases where criminal activity is involved or suspected, the police force.

Why is the council doing this?

West Berkshire Council Public Health and Wellbeing is processing your data legitimately with regard to the legal bases described in the General Data Protection Regulations (GDPR).

Firstly, we have a legal requirement (GDPR Article 6(1) c) to process some data for specific activities, described in:

- Section 42(4) of the SRSA (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

Secondly, as a public authority, we are charged with undertaking activities in the public interest (GDPR Article 6(1)e) and this processing would count as legitimate as a result.

We may also process your data with your explicit consent in some circumstances, or with a view to creating a contract between you and a separate service. You'd be told about this at the time.

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Unless otherwise stated, your data will be held on the council's computer network and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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