

OFFICIAL

Privacy Notice

Public Health North East Lincolnshire Council

Last updated: January 2017

Who do we hold information about?

The North East Lincolnshire Council public health function has a wide range of responsibilities around understanding the health, wellbeing, and care needs of our local population, addressing health inequalities, and improving our health.

We hold information for public health purposes about people we directly provide a service to and people for whom we have a responsibility for in respect of our public health functions. This will include residents of North East Lincolnshire, people receiving health and care services in North East Lincolnshire, and people who work or attend school in North East Lincolnshire. Under our statutory obligation to provide a public health advice service to our local NHS clinical commissioning group (CCG), this also extends to people registered with one of the North East Lincolnshire CCG's general practices.

How do we obtain your personal information?

Information may be provided to us directly by you when you sign up to use a service we are responsible for. Additionally, information may be shared with us by another organisation due to us having a role in 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, reporting, or identifying public health patterns and trends. Organisations which may share data with us include national and local NHS bodies and service providers, the Office for National Statistics, NHS Digital, other local authorities, and schools.

How do we use the information?

We have a duty to carry out public health duties effectively and efficiently and to improve the health of the population we serve.

To help with this, we use data and information from a range of sources, including pseudonymised hospital data, personal data collected at the registration of a birth or death, or from public health surveys, to understand more about the nature and causes of disease and ill-health, and about the health and care needs in the area.

OFFICIAL

Page 1 of 4

OFFICIAL

Personal information that identifies individual residents and users of health care in North East Lincolnshire, known as 'personal information', is used to enable us to carry out specific functions such as:

- control of infection
- managements of risks to public health
- organising the National Child Measurement Programme
- organising the NHS Health Check Programme
- organising and supporting the 0-5 health service and school nursing services.

Your personal data, after it has been aggregated, anonymised or pseudonymised, may be used for statistical analysis to allow us to effectively target and plan the allocation of resources and provision of services and research, such as:

- 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
- identifying priorities for action
- informing decisions on (for example) the design and commissioning of services
- to assess the performance of the local health and care system and to evaluate and develop them
- measuring the health, mortality or care needs of the population, sometimes for specific geographical areas or population groups
- to report statistics to national organisations
- undertaking equity analysis
- to support clinical audits
- protecting and improving public health by investigating the incidence of disease, the characteristics of persons with disease, and the risk factors pertaining to sections of the population.

Personal data will also be used where otherwise permitted under the Data Protection Act such as safeguarding and the prevention and detection of crime.

Births and deaths data is sometimes linked with other data to enhance or verify the statistics produced, for example births data could be linked to children's social care data when reviewing infant deaths. Work is only undertaken in accordance with our data sharing agreement, with no processing being undertaken by any other organisation. This work helps us to tailor local solutions to local issues, with statistical output for public health purposes being used for example for internal review or summarised to an anonymised level for publication.

OFFICIAL

OFFICIAL

What is personal data?

The Information Commissioner's Office defines personal data as data which relate to a living individual who can be identified

- (a) from those data, or
- (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Personal data identifiers we use when processing personal information include names, addresses, dates of birth, dates of death, ethnicity, gender, causes of death, and NHS numbers.

Where possible we always look to use aggregated, anonymised or pseudonymised data rather than using personal data.

Aggregate is defined as the process in which information is gathered and expressed in a summary form (not individual).

Anonymise is defined as the process of removing any references that would identify an individual.

Pseudonymise is defined as the processing of personal data in such a way that the data can no longer be attributed to a specific data subject without the use of additional information, as long as such additional information is kept separately and subject to technical and organisational measures to ensure non-attribution to an identified or identifiable person.

The legal basis for processing your personal information for non-direct care purposes

Section 42(4) of the Statistics and Registration Service Act (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.

Opting out – requesting us to stop processing your personal information

You have the right to request that we stop processing your personal information in relation to any council service. However, if this request is approved this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Council's legal functions including safeguarding or criminal issues.

OFFICIAL

OFFICIAL

Please contact the Council's Information Governance Team, whose contact details are at the bottom of the Privacy Notice for more information.

How do we keep information secure and who do we share it with?

We are required to comply with the Data Protection Act to ensure information is managed securely and this is reviewed as part of our NHS Information Governance Toolkit assessment. Staff are only able to access information that is necessary for their role. All staff are required to undertake regular training and to comply with policies and procedures regarding Data Protection, confidentiality and the safe handling of information.

We only keep hold of information for as long as is necessary. This will depend on what the specific information is and the agreed period of time it may need to be referred to for a legal or business reason.

Information is only shared with other organisations where their involvement is required to provide a service, for us to comply with our public health responsibilities, or where we are under a legal requirement to share it. Where applicable data sharing agreements are in place to ensure information is received from and shared with organisations in a way that complies with relevant legislation. The organisations we may need to share information with include organisations such as national and local NHS bodies, the Office for National Statistics, NHS Digital, other local authorities, and schools.

Accessing your information and further queries

The North East Lincolnshire public health function is part of North East Lincolnshire Council. For the purposes of the Data Protection Act, the Council is registered as a Data Controller with the Information Commissioner's Office (Registration Number Z5951373). Further details about how the Council processes personal data can be found in our Corporate Privacy Notice our registration via the Information Commissioner's Office website. The Council's NHS Information Governance Toolkit status is also available to view.

If you would like to see the information that is held about you, you can make a request for this to the Council's Information Governance Team using the contact details below. They can also be contacted if you have a query or complaint about the use of your information.

Information Governance Team, North East Lincolnshire Council, Cleethorpes Civic Offices, Knoll Street, Cleethorpes, DN35 8LN **Tel:** 01472 326427 or 01472 326426 **e-mail** transparency@nelincs.gov.uk

Further advice on the processing of personal information can be found on the [Information Commissioner website](#)

OFFICIAL