



Healthy
Cornwall

Healthy Cornwall Privacy Notice

May 2018



Privacy Notice

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Privacy Notice

The purpose of this Privacy Notice is to tell you what information we collect about you when you use our service, how we use that information and who we may share it with.

What we do

Healthy Cornwall is part of the Cornwall Council Wellbeing and Public Health Service. Along with all local authorities we have a duty to improve the health of the population they serve. This includes a responsibility to constantly monitor and develop our understanding of our programmes which we run across Cornwall and the Isles of Scilly by recording often identifiable data from those who participate in them. All our programmes seek to improve the health and wellbeing of the county's population by raising awareness, educating and supporting various behaviours which contribute to a healthy lifestyle.

What information we collect about you

- Your name / previous names
- Date of Birth
- Whether you are pregnant or given birth in the last 26 weeks
- The name of your GP surgery
- Your address and contact details including email and phone numbers
- Your spoken, preferred written and reading language
- Your ethnicity, religion and whether you have any disability and if so, details.

Additional to this depending on the programme you require we may need the following details:

For Healthy Weight

- Your height/weight/BMI
- Any significant underlying health conditions
- Emergency contact details
- Completion of Physical Activity and Food questionnaires

For Smoking Cessation

- Your individual Carbon Monoxide levels
- Environmental Carbon Monoxide levels in your home (pregnancy referrals only)
- If you have a mental health condition
- Whether anyone in your household smokes
- If you're currently breastfeeding
- If you are currently hospitalised and if so, your expected discharge date (so we can call you when you're back home)
- Gender
- Employment status

- Emergency contact details?
- NHS number
- Allergies
- Medication list
- Medical history
- Free prescription status
- Smoking history

For Healthy Pregnancy

- Your assigned Midwife or Health Visitor and their contact details
- Your expected date of delivery
- Your hospital number / your NHS number
- Any significant underlying health conditions / medical history
- Pregnancy specific complications / events
- Significant details of past pregnancies (if applicable)
- Prescribed medication
- Allergies
- Your height/weight/BMI
- Smoking / e-cigarette history
- Your individual Carbon Monoxide levels
- Environmental Carbon Monoxide levels in your home
- Partner's smoking status or whether anyone in your household smokes
- If you have a mental health condition
- If you're currently breastfeeding
- If you are currently hospitalised and if so, your expected discharge date (so we can call you when you're back home)
- Free prescription status
- Emergency contact details (if partaking in a face to face intervention)
- Employment status
- Gender

For Healthy Schools

- School name and type (i.e. primary; secondary; APA)
- A named point of contact in the school
- School details including full address and contact details

For Healthy Under 5's

- Childcare provider's name and type (i.e. childminder; nursery; pre-school)
- Full address and contact details
- Website and social media streams
- Number of children in setting / Number of employees
- Childcare provider details

For Healthy Workplace

- Business/Organisation Name
- Nature of Business
- Full Address
- Telephone Number
- Website
- Company Size
- Number of employees
- % of male/female employees
- % males over 40
- % females over 40

For Sexual Health

- Gender e.g. male, female, transgender, non-binary etc.
- Sex – The sex that they were born e.g. Male or Female
- Sexual orientation – Heterosexual, homosexual, bisexual etc.
- Email
- Address
- Date of Birth

For Learning Disabilities

- Sexual Orientation (FRESH)
- Sensitive behavioural issues (FRESH)
- Height/weight/BMI
- Any significant underlying health conditions
- Specific type of disability

For Public Health Skills Development

- Job role
- Type of Organisation

What is the legal basis for the flow of Healthy Cornwall data?

We collect only necessary information to enable Healthy Cornwall to check your suitability and eligibility to access the programmes that we offer. The data will enable us to provide you with services once these checks are complete.

We have different legal responsibilities for various types of information we hold and analyse. Access is permitted under section 42 (4) of the Statistics and Registration Service Act 2007, as amended by section 287 of the Health and Social Care Act 2012, for the purpose of statistical analysis for Local Authority Public Health purposes. NHS Personal Confidential Data (PCD) is released under regulation 3 of the Health Service (Control of Patient Information) Regulations 2002 and can only for public health purposes.

How information is kept secure:

The information you have provided will be stored on a secure password protected database which can be seen only by Healthy Cornwall staff involved in the planning, delivery and monitoring of the services provided. The information will be used to provide you with the healthy lifestyles services which you are eligible for, to monitor the effectiveness of services provided.

Can I find out what information you have about me?

- Yes, you can. The Data Protection Act 1998 allows you or a representative nominated by you, to make a request for all copies of the personal information we have about you.
- If you are a child under 13 years old, the adult with parental responsibilities for you can make a request on your behalf.
- If there is an adult with a power of attorney registered by a Court, they can make a request on your behalf.

Requests for access to information must be made in writing and sent to the Council's Data Protection Officer at the postal or email address below.

How long we hold your information for:

Healthy Cornwall will retain the information you have given for no longer than 3 years (including child data). Other partners with whom this information has been shared may have different retention policies that will apply to your information. Where we have shared your data with other Cornwall Council services, the general Cornwall Council retention schedule will apply and is available on the Cornwall Council website.

How is my information used in Healthy Cornwall?

The information you have provided may be shared with your GP or if there is a safeguarding concern a referral to MARU or adult social services may be made if a risk to a child, themselves or others is feared. We do not share information about adults, children and young people without consent unless the law and our policies allow us to do so.

Your rights as the data subject:

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)

- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

Opting Out

You have the right to request that Healthy Cornwall stop processing your personal data 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 there are occasions where service providers will have a legal duty to share information, for example safeguarding or criminal issues. The process for opting out will depend on what the specific data is and which programme it relates to. For further information, please contact the Data Protection Officer at the address below:

Need more help?

If you need help in understanding this form or require more information about our programmes, please contact the Healthy Cornwall team on telephone number 01209 615600 or by emailing HPS.info@cornwall.gov.uk.

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact the Data Protection Officer at:

Data Protection
4th Floor North
County Hall
Treyew RD
Truro
TR1 3AY
Tel: 01872 326424
Email: dpo@cornwall.gov.uk

For independent advice and guidance on the Data Protection Act, contact the Information Commissioner's Office (national regulator) at: <http://ico.org.uk> or call 0303 1231113.

Healthy Cornwall is part of the Wellbeing and Public Health Service which is part of Cornwall Council. The Council is registered as a Data Controller with the Information Commissioners Office (Registration Number Z1745294) under the Data Protection Act (1998). Further details about how the Council processes personal data can be found within the Council's overarching privacy notice at the following link: <https://www.cornwall.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/data-protection/how-we-use-your-information/>

The Councils' NHS Information Governance Toolkit status can be accessed at:
<https://www.igt.hscic.gov.uk/AssessmentReportCriteria.aspx?tk=427366235621934&Inv=3&cb=95936a6e-3cec-4602-a9e4-e71295389801&sViewOrgId=48256&sDesc=902>

Prepared by:

Chris Wood

Children & Young Peoples Team Lead

Healthy Cornwall

29 May 2018

If you would like this information
in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY

Email: comments@cornwall.gov.uk
Telephone: **0300 1234 100**
www.cornwall.gov.uk