

## Public Health Tameside Metropolitan Borough Council Privacy Notice

### Who we are

Public Health Tameside are part of Tameside MBC and as part of the national changes in 2013 on how the NHS works we moved from the NHS to join the local authority in April 2013 but still work very closely with the NHS.

### What we do

We are here to improve and protect the health of the whole population in Tameside. We do this in a number of different ways. We:

- Work with other people in the local authorities, the NHS, and other organisations to make changes that will improve and protect the health of the population as a whole, for example to reduce social or environmental risks to health
- Use a range of information from different places to understand the health issues for the local population as a whole and for different groups within the local population
- Pay for public health services that are delivered to local people, for example services that help support people to have a healthier lifestyle, early years services such as health visiting and school nursing, sexual health treatment services, and drug and alcohol treatment services.

### What information we use and why

To do our job we need information about people's health and wellbeing. This comes from lots of different places. Some is data we collect ourselves, some is data collected through the services that we pay for, and some data comes from our partners in other parts of the local authorities, the NHS, and other national bodies.

### How your data is used

We use this information for measuring health and care needs of the population, for planning, evaluating and monitoring health, and for protecting and improving public health.

An example of this is shown in the Director of Public Health report and the Joint Strategic Needs Assessment, where data from various sources was used to help us understand patterns of disease and outcomes of our residents, and what we can do to improve people health and improve healthy life expectancy

In bringing together this information we have one aim – to protect and improve the health of people in Tameside.

### The kinds of information we use

Much of the information we use is in aggregate form, in other words, it is made up of statistics that relate to groups of people rather than to individuals. For example, we use aggregate data to produce statistics to help the public sector in Tameside identify local priorities to improve and protect the communities we serve. Using data that is already based on groups means this information is anonymous, which means it does not identify individuals within these groups.

We sometimes get data that is not already grouped, but where all identifying data (including name, NHS number, and date of birth, date of death, address, and postcode) has been

removed so that we can group the data ourselves. For example, we get age in years instead of date of birth, or a code that covers a large geographical area instead of address or postcode. The data may have a 'pseudonym' (or coded reference) attached to it that links it to a particular individual without that individual being identified. This would allow us to understand, for example, how many people had one, two, three or more admissions to hospital.

Sometimes we do need to also use personal data relating to individuals that could allow individuals to be identified. This personal data can include NHS number, date of birth, date of death, address, or postcode. When we do this it is often because we need to link different sources of information together. For example, we might link data about how many medical problems a person has with hospital admissions and social care data to better understand the impacts this has and enable future planning of services. When we do need to use personal data we try to remove as much of the detail as possible that could identify an individual. For example, we may use the NHS number but replace date of birth with age in years and addresses with codes that cover larger geographical areas.

Sometimes we collect personal data; where we do so we will make it clear when we collect this personal information why we need this and what we intend to do with it.

#### How we protect the information we use

We take our legal and professional obligations to protect the confidentiality of personal information very seriously.

As well as limiting the amount of personal information we hold, we make sure that our staff can only see information that is essential to their job. We take appropriate security measures to prevent the personal data we hold being accidentally or deliberately compromised. For example, only the people who use the data have the relevant security permissions to access the data through log in and password protection methods. These measures are backed up by reliable policies and procedures and well-trained staff. We ensure that we permanently delete any information that we no longer need to hold.

#### Who we share information with

Much of the information we produce is in the form of anonymous statistics published through our website and in reports and papers to the Health and Wellbeing Board, the governing bodies and performance boards.

We never publish information that could be used to directly identify an individual. We only share information about individuals when the direct consent of patients has been obtained or when there is a clear basis in the law for that information to be shared. The Tameside Information risk and governance policies and protocols provide us with a robust foundation for the lawful, secure and confidential sharing of personal information with partner organisations that we work with. It enables us to meet our statutory obligations and share information safely to enable integrated service provision across the county and better outcomes for its residents.

#### Opting Out

You have the right to request that Public Health Tameside 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 we may need to hold or process information in connection with one or more of the Council's legal functions.

You have the right to opt out of Public Health Tameside receiving or holding your personal identifiable information. There are occasions where service providers will have a legal duty to share information, for example for safeguarding or criminal issues. The process for opting out will depend on the specific data and what programme it relates to. For further information, please contact the Public Health team at the address below.

### Legal Basis

We are committed to protecting your privacy and will only process personal information in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and the common law duty of confidentiality, 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.

TMBC are the Data Controller under the terms of the Data Protection Act 1998 and we are legally responsible for ensuring that all personal information that we process i.e. hold, obtain, record, use or share about you is done in compliance with the 8 data protection principles. All data controllers must notify the Information Commissioner's Office of all personal information processing activities. Our registration number is Z5861307 and our entry can be found on the Information Commissioner's Office website: <http://www.ico.org.uk>  
All of our staff, contractors and committee members receive appropriate and on-going training to ensure they are aware of their personal responsibilities and have contractual obligations to uphold confidentiality, enforceable through disciplinary procedures. Only a limited number of authorised staff have access to personal information where it is appropriate to their role and is strictly on a need-to-know basis.

### Further queries

This privacy notice was written to be clear and concise. It does not provide exhaustive detail of all aspects of Public Health Tameside's collection and use of information, including personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

You may also ask to find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998 using the contact details below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If you require independent advice please visit the website of the Information Commissioner's Office. <https://ico.org.uk/for-the-public/>

### Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 12<sup>th</sup> January 2017.

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