

## **Knowsley Metropolitan Borough Council**

### **Privacy Notice for Public Health Services**

Knowsley Metropolitan Borough Council is a data controller for the purposes of the Data Protection Act. The Public Health team of Knowsley Metropolitan Borough Council (under Health Service (Control of Patient Information) Regulations 2002, regulation 3) also have a legal status allowing the processing of Personal Confidential for certain Public Health purposes. The use of such data will be restricted so that the principles contained in the Data Protection Act 1998 are fully adhered to. In order to comply with this, all Public Health staff complete Information Governance training in line with the councils policy.

All Local Authorities have a duty to improve the health of the population they serve. To help with this, we use data and information from a range of sources such as the registration of a birth or a death; this helps us understand more about the health and care needs in the area. Public Health teams within Local Authorities are required to commission and manage services for their population.

#### **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 every year as part of the NHS Information Governance Toolkit assessment.

Any personal identifiable data is sent or received using a secure email. All data is stored electronically on encrypted equipment, and is managed using the principles of medical confidentiality and Data Protection.

Confidential public health data will only be shared with other areas of the NHS, Local Authorities or care organisations with the permission of the Caldicott Guardian, once the necessary legal basis has been established and data protection safeguards have been verified, so that the data is managed and used under the same restrictions. Anyone who receives information from Knowsley Metropolitan Borough Council is also under a legal duty to keep it confidential.

Data for births and deaths will only be processed by Local Authority employees in completion of their public health tasks. Data will not be transferred, shared or otherwise made available to any third party, including any organisations processing data on behalf of the Local Authority or in connection with their legal function.

#### **Who do we collect information about?**

Knowsley Metropolitan Borough Council Public Health collects and holds information for Public Health purposes about:

- Residents of Knowsley
- People receiving health and care services in Knowsley
- People who work or attend school in Knowsley

All to whom Knowsley has a Public Health duty of care.

## **How do we collect this information?**

Information is collected in two ways:

1. It may be provided to us directly by a member of the public when they sign up to use a service we are providing/commission.
2. It 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. This will include organisations such as Office for National Statistics, NHS Digital, national and local NHS bodies and Clinical Commissioning Groups, local authorities and schools.

## **What specific information do we hold and how do we use it?**

Knowsley Metropolitan Borough Council Public Health uses personal identifiable information about residents and users of health care, to enable it to carry out specific functions for which it is responsible, such as:

- control of infection
- managements of risks to public health
- organising the National Child Management Programme
- mortality
- live births

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
- identifying priorities for action
- information 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
- to report summary statistics to national organisations
- undertaking equity analysis of trends, particularly for vulnerable groups
- to support clinical audits

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.

This information includes:

- contact details
- NHS number
- geographic codes such as postcodes for the analysis of health inequalities
- information from birth and death certifications (personal identifiable information from NHS Digital used for public health purposes e.g. date of birth, postcode)
- information about the provision of Public Health services including:
  - immunisations
  - control of infection
  - drug and alcohol treatment services
  - sexual health services
  - 0-19 children's health services
  - National Child Measurement Programme
  - lifestyle and behaviour change services
  - cancer screening
  - public health initiatives
- information about lifestyle behaviours, including data collected from surveys
- information about disease prevalence including cancer registrations
- information about other health statuses including blood pressure
- information about health and social care use including;
  - GP services
  - Hospital services
  - NHS community services
  - Mental health services
  - Social care services

### **How to opt out**

You have the right to opt out of Knowsley Metropolitan Borough Council Public Health 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 is and what programme it relates to. For further information, please contact the Public Health team in writing to Public Health, Knowsley Metropolitan Borough Council, Municipal Buildings, Huyton, L36 9YU.

### **How to find further information**

Knowsley Public Health team is part of Knowsley Metropolitan Borough Council. The Council is registered as a Data Controller with the Information Commissioner's Office (Registration Number Z5775143) under the Data Protection Act. Further details about how the Council processes personal data can be found in our registration via the Information Commissioner's Office website <https://ico.org.uk>. The Council's NHS Information Governance Toolkit status can be found at <https://www.igt.hscic.gov.uk>.

You are legally entitled to request access to any information about you that we hold. To exercise this right please contact Knowsley Metropolitan Borough Council using the following link <http://www.knowsley.gov.uk/home> or the service holding the information directly. Alternatively you can write to: Information Governance Team, Knowsley Metropolitan Borough Council, Municipal Buildings, Huyton, L36 9YU or telephone general enquires on 0151 489 6000.