

May 2017

Data Protection

Registration Number Z5569755

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1. Overview

City of Wolverhampton Council ("The Council") has a duty to improve the health of the population we serve. To do this we provide a range of services such as those to help people make a lifestyle change, provide guidance and advice to the public and professionals and monitor and publish intelligence about trends in health to help plan services that meet the needs of the people of Wolverhampton. To help us do this we use data and information from a range of sources, including data collected at the registration of a birth or a death, to understand more about the nature and causes of disease and ill health in the area. Public Health teams within local authorities are also required to commission and manage services for their population.

2. Data Public Health uses

To deliver Public Health, local authorities need to use available data sources to obtain relevant health and social care information. This data can contain person identifiable data (PID) which may identify patients such as name, address inc postcode, Date of Birth (DOB), sex, ethnicity, disease, use of hospital services, and/or NHS Number. Some data may not be obviously identifiable, however, there may be the potential to deduce individuals' identities through combinations of information, either by the people handling the data or by those who see published results.

The Council Public Health team is however committed to using pseudonymised or anonymised information as much as is practical, and in many cases this will be the default position. Anonymisation is a means of processing data by irreversibly preventing the identification of an individual to whom it relates. Pseudonymisation is a procedure by which the most identifying fields within a data record are replaced by one or more artificial identifiers, or pseudonyms. The purpose is to render the data record less identifying and therefore lower customer or patient objections to its use.

3. Why we process your data

Since April 2013, The Health and Social Care Act 2012 has given local authorities the power to perform Public Health functions. This means that the Council has "A duty to improve the health of the people and responsibility for commissioning appropriate Public Health services" and the statutory responsibilities for Public Health services are clearly set out in the Health and Social Care Act 2012.

The Council Public Health department have a legal basis for processing your data under Section 42(4) of the Statistics and Registration Services Act (SRSA) (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 for certain Public Health purposes.

4. How we collect your data

Information may be provided directly by you as members of the public to The Council when you sign up to use a service. This is collected in appropriate systems, and used to provide or administrate that service. These systems are access controlled, so only relevant employees have access to them. With consent we may also make referrals to other services, such as a GP from these systems.

Data 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 Group, local authorities and schools.

Information provided by other organisations is stored in secure systems within the Council network in line with the relevant Information Governance framework. These systems are access controlled, so only relevant employees have access to them.

We only keep hold of information for as long as is necessary. This will depend on what the information is and the agreed period of time, or if there are any rules or laws

we must follow on how long the council must keep certain data. Data is permanently disposed of after this period, in line with City of Wolverhampton Council's Retention Policy/Schedule or the requirements of the organisation who has shared the data with us.

5. How your data is used

The Council Public Health team 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
- sexual health services
- drug and alcohol treatment services
- management of risks to Public Health
- lifestyle and behaviour change services
- organising the National Child Measurement Programme
- organising the NHS Health Check Programme
- organising and supporting the 0-5 health service and school nursing services.

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
- 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
- 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.

6. Who your data is shared with

The Council is notified with the Information Commissioners Office and is bound by a number of information sharing agreements which are drawn up to ensure information is received from and shared with organisations in a way that complies with relevant legislation.

Where we collect personal information for Public health purposes, this information will be held securely and will not be disclosed to anyone or linked with any datasets other than those stated in our Sharing agreements, unless we have a legal reason to do so, for example disclosure is necessary to protect a person from suffering significant harm or necessary for crime prevention or detection purposes.

In relation to births and deaths, the data will only be processed by Local Authority employees in fulfilment of their public health function, and 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.

Information on the Councils Sharing agreements and partners can be found here: <http://www.wolverhampton.gov.uk/article/3327/Information-Sharing>

7. Your Data Rights and opting out

Under the Data Protection Act 1998/ General Data Protection Regulation 2016/679 you have rights of how your information is used:

- You have the right to request that City of Wolverhampton Council stop processing your personal information or withdraw your consent in relation to any Council service. Where possible, the council will comply with your request but there may be some situations where we will not be able to do this for example where the council is required to hold or process your information to comply with the law.
- A right to have inaccurate or out of data corrected. Whilst the council tries to ensure that any personal information it holds about you is correct, there may be situations where information is no longer accurate. If you find this is the case, please contact the department holding the information and let them know or contact the Corporate Information Governance Team so that any errors can be investigated and corrected.
- The right to request a copy of your data. All requests must be made in writing to the council, contact details are below.

Post: Information Governance Team
City of Wolverhampton Council
Civic Centre
St Peter's Square
Wolverhampton
WV1 1SH

Telephone: 01902 554498

Email: data.protection@wolverhampton.gov.uk

For further information about either requesting access to or to stop the processing of your personal information please contact the council's Corporate Information Governance Team.

8. More information

For more information about Public Health in Wolverhampton, please look at: [City of Wolverhampton Council - Health and wellbeing](#)

More information about how the Council will protect your privacy is available from our website at: [City of Wolverhampton Council - Privacy & cookies](#)

Wolverhampton Public Health team is part of City of Wolverhampton Council. The Council is registered as a Data Controller with the Information Commissioner's Office (Registration Number Z5569755). 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>.