

Privacy Notice Durham County Council Public Health

This Privacy Notice explains how we use and share information. We will review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Who we are and what we do

All Local Authorities have a duty to improve the health of the population they serve. To help do this, Durham County Council Public Health use data and information from a range of sources to understand more about the health and care needs in the area.

For further information about the role and duties of the Public Health team see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller

What type of personal information do we collect and how do we collect it?

We access information about residents of County Durham; for those people receiving health and care services within County Durham and for children and young people who attend school in County Durham. Data is received and processed in the following formats:

- **Person identifiable data** – containing personal data that can identify individuals, such as name, date of birth, gender, address, postcode and NHS number.
- **Pseudonymised data** – this contains information about individuals but with the identifiable details replaced with a unique code.
- **Anonymised data** – this is information about individuals that has had all identifying details removed.
- **Aggregated data** – this is when all anonymised information has been grouped together, so that it individuals cannot be recognised.

We hold or use the following data collections that contain various different types of data about individuals resident within County Durham:

- **Births records**

Personal information about births in County Durham is supplied to us by [NHS Digital](#). This includes information provided at the time of registration of a birth such as child date of birth, place of birth, sex and NHS number together with mothers address, postcode and parent's occupations.

- **Death records**

Personal information about deaths is supplied to us by [NHS Digital](#). This includes data provided at the time of registration of death such as NHS number, age, sex, occupation, date of death, place of death, cause of death, along with GP details, usual address of deceased and coroner details where applicable. Access to this data is based on our geographical boundaries as a Unitary Authority.

In the case of suicide and deaths with an open verdict, an audit takes place by Public Health and relevant person identifiable information is gathered from other organisations such as acute hospital trusts, mental health trusts and emergency services in order to understand the circumstances of the death.

- **Vital statistics tables**

This dataset provided by NHS Digital, is aggregated together so that it does not identify individuals. It contains data on live and still births, fertility rates, maternity statistics, death registrations and cause of death analysis by our geographical boundaries as a Unitary.

- **National Child Measurement Programme**

The National Child Measurement Programme is an annual programme which measures the height and weight of children in Reception and Year 6 within state maintained schools. The Local Authority accesses pseudonymised data on an annual basis. Information received includes date of birth, postcode and school attended. This is used for local analysis and to enable advice and assistance to be provided with the aim of improving children's health.

- **Information from providers**

Person identifiable information may also be accessed from providers of services where the sharing of information has been discussed with the patient or service user and they have provided consent for their data to be shared for a specific purpose such as the evaluation of services.

Anonymised and aggregated data is accessed for a range of services including the following:

- Hospital episode statistics such as patients admitted to hospital or those seen in accident and emergency services.
- Commissioned Services such as drug and alcohol services or smoking cessation
- Lifestyle and Behaviour Services such as NHS Health Checks and Wellbeing services

What is our lawful basis to obtain and use your personal information?

To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available. To do so we will use the following lawful basis for sharing your information:

- Processing is necessary for compliance with a legal obligation to which the controller is subject.

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We follow guidance provided under Section 42(4) of the 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.

The statutory authority for processing NCMP data is provided by The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

For special category data which is more sensitive information (example height and weight data), the legal basis is we rely on one of the following:

- Processing is necessary for reasons of public interest in the area of public health
- Health and Social Care - we use it to deliver health or social care services

What is your personal information used for?

We use this information to deliver our public health functions. This includes:

- Control of infection;
- Managements of risks to public health;
- To inform planning and commissioning (buying) of health services;
- Organising the National Child Measurement Programme;
- Organising the NHS Health Check Programme;
- Organising and supporting the 0-19 health service and school nursing services; and
- Public health surveillance.

To achieve these functions we carry out analysis of data and information received in order to:

- Produce assessments of the health and care needs of the population of Durham and in particular to support the statutory responsibilities of the:
 - [Joint Strategic Needs Assessment](#)
 - [Joint Health and Wellbeing Strategy](#)
 - [Director of Public Health Annual Report](#)
- Identify priorities for action
- Assess the performance of the local health and care system and to evaluate and develop them
- Identify patterns and trends in birth and fertility rates, low birth weight, and still birth
- Identify patterns, trends and variation in mortality rates, life expectancy and premature death. Differences by geographic areas, and by other characteristics, including age, sex and deprivation, are highlighted

- Monitor seasonal patterns
- Report summary statistics to national organisations
- Undertake equity analysis of trends, particular for vulnerable groups
- Support clinical audits.
- Inform suicide prevention work locally.

We publish a range of statistics and analysis in relation to public health; information is anonymised in order to protect the identity of individuals.

Will your personal information be shared?

We will not disclose person identifiable information held by Public Health with third parties without appropriate permissions, unless there is a legal reason to do so e.g. to protect an individual from harm. Anonymised information, ie information which does not identify individuals, may be shared with third parties. Where this is the case, information will be aggregated and anonymised to a level that complies with the Office of National Statistics Disclosure Guidance.

How do we keep this information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

The Council will only collect the minimum information necessary to fulfil a particular purpose. Access to person identifiable data is supported by data sharing agreements and related processes. Data provided by NHS Digital is provided under strict licence and data disclosure controls.

All data is stored securely on the Council's internal network with controlled access limited to a small number of approved professionals within the Public Health intelligence team. Statistics are produced in such a way that individuals cannot be identified from them and no person identifiable data is published.

How long will we keep your personal information?

Our [corporate retention guidelines](#) show how long we keep information for different services. Personal information will only be held in an identifiable form. Your records will be retained in accordance with Durham County Councils records retention schedule as follows:

National Child Measurement Programme records	7 Years
Birth and Deaths Data	6 Years
Data relating to drug and alcohol services	20 years from date of case closure (date of last contact) or 8 years after death of individual

Stop Smoking activity data ☐ Quit manager data	8 years after treatment has completed except for pregnant woman where records are kept for 25 years after the birth of the child and 8 years after the death of the individual.
Domestic Homicide data • Suicide Prevention Data • Suicide data (Durham) • Self Harm Data	30 years 10 years 10 years 10 years
Obesity Data (Durham)	2 years
Breastfeeding data	2 years
Fuel Poverty Data	2 years
Mental Health improvement data	2 years
Older Persons public health data	2 years
Road Traffic Accidents data	2 years
Health Impact Assessments	5 years
National Child Measurement Programme records	7 Years

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or by calling 03000 268050.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510