

PRIVACY NOTICE FOR

Heath Improvement Team - Exercise on Referral

Data Controller

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk

Why do we collect and hold information about you?

The information we collect from you enables us to provide you with support from our Exercise on Referral service, which is available to all adults in Halton aged 18 plus with relevant medical condition.

Why do you need my information?

The information is needed to enable the team to make contact with you to offer a service at key points throughout a 6 month period.

We also use anonymous information for evaluation and purposes which is used to provide statistical representation of current exercise referral activity within Halton and benchmark against other areas within the UK.

What legal basis allows you to use my information?

The legal basis for processing your personal data is consent.

The legal basis for processing your sensitive data is explicit consent for a specific purpose as stated above.

Do I have to provide this information and what will happen if I don't?

If you have not opted in and we do not have your information, Halton Borough Council will be unable to provide you with exercise referral support'

Who will my information be shared with?

Your information will be shared with your consent to the following:

- Your GP
- Professional who made the referral

Anonymised data is also shared with Public Health England for benchmarking purposes.

You may be asked if you would like to share your experience of our service with other service users as part of our marketing and communications programme. You are not obliged to do so. The information we would seek to use with your consent may include your name and outcomes achieved via the service. You may also be asked for your image to be used in marketing materials and online. Your consent may be withdrawn at any time by writing to us at the address stated below.

How long will you keep this information for and why?

We only keep your information for as long as necessary by law in line with Halton Borough Council's Corporate Retention Schedule. If you are over 18 years of age, we will retain your information for 8 years from the date you entered our service. After this period data is disposed of securely.

How will my information be stored?

Your information will be stored electronically in a data base in digital format. Electronic data is kept on a secure in-house HBC database and electronic filing system.

Will this information be used to take automated decisions about me? Yes/No

No, This information will not be used to make automated decisions about you.

Will my data be transferred abroad and why?

If you consent to receiving promotional emails from us, your data will be transferred to the US as we use an email marketing solution called Mailchimp. You will be asked to consent to having your information used this way. If you opt out, your data will not be included on the Mailchimp system and your data will not be transferred abroad. Details of Mailchimp's Privacy Policy can be found here: <https://mailchimp.com/legal/privacy>

What rights do I have when it comes to my data?

You have the right to:

- Right to be informed – through this Privacy Notice
- Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.
- Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.
- Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.
- Right to object to processing (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

We may collect your personal information from your GP, any professional making a referral to the service and yourself

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal

Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

END OF PRIVACY NOTICE