

## **PRIVACY NOTICE FOR**

### **Heath Improvement Team - Teen Lifestyle Programme**

#### **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 [dpo@halton.gov.uk](mailto:dpo@halton.gov.uk).

#### **Why do we collect and hold information about you?**

The information we collect from you enables us to provide you with the most appropriate support on our Teen Lifestyle Programme.

#### **Why do you need my information?**

The information is needed to enable the team to make contact with you to offer an appropriate lifestyle improvement programme.

We also use anonymous information for evaluation of the service and anonymised feedback from the programme to report on qualitative programme outcomes.

#### **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 our teen lifestyle programme.

#### **Who will my information be shared with?**

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

- Your GP
- Your referrer – For example, support worker, youth worker, teacher
- Halton Family Hubs
- Halton 0-19 Service (School Health)
- Adult and Children's Social Care
- The leisure provider you select to join as part of the scheme

Anonymised data may be shared with the Office for Health Improvement and Disparities (OHID) 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. 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 Your consent may be withdrawn at any time by writing to us at the address stated below.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 Record Retention and Policy Schedule. Once your data is no longer required for monitoring, your data will be disposed of securely.

Information will be retained within What's App for durations in line with the What's App [Privacy Policy](#).

### **How will my information be stored?**

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

For those opting to participate in our What's App-based programme, service users will voluntarily download What's App to their device. No personal data is required to be shared via What's App. What's App Privacy Policy can be found [here](#).

### **Will this information be used to take automated decisions about me?**

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

### **Will my data be transferred abroad and why?**

For service users engaging with the programme via What's App, your data will be stored outside the UK; in USA or Singapore. We will not request any personal or personal identifiable data via What's App. What's App Privacy Policy can be found [here](#).

For service users not accessing the programme via What's App, no personal data will be transferred or stored abroad.

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

#### **You have the right to:**

- Be informed – through this Privacy Notice
- Rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.
- 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.
- Restrict processing – you have the right to block or suppress processing of your data, however, this right does not apply in some circumstances.
- Object to processing (to certain types of processing only).

### **Rights of Access**

You have the right under the Data Protection Act 2018 (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](mailto:informationgovernanceservice@halton.gov.uk)

### **Source of data**

We may collect your personal information from a number of different sources including:  
Directly from your GP, your referrer – For example, support worker, youth worker, teacher.

### **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](http://www.ico.org.uk)

**END OF PRIVACY NOTICE**