

PRIVACY NOTICE FOR

Heath Improvement Team - Workplace Health Solutions

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 information about our workplace health solutions and tailored health interventions for you.

Why do you need my information?

The information we collect is required for contact purposes and also for providing health information and advice.

What legal basis allows you to use my information?

The legal basis for processing your personal data is consent. To take part in this service you as an individual will be asked to provide your clear consent for us to process your personal data for the specific purposes outlined above.

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

If you do not consent to provide this information, Halton Borough Council will be unable to provide you with health information and advice.

Who will my information be shared with?

Depending on the outcome of your health intervention, your information may be shared with one or more of our partners:

- We may share results with your GP so they can offer you additional advice and support about your health should you need it
- Anonymised data may be shared with your employer purely for the purposes of mapping the health needs of the workforce as a whole. Confidential medical information will not be shared with your employer without your express consent.
- Anonymised data may be sent to Public Health England for benchmarking purposes.
- Anonymised data may also be shared with other depts. within HBC and Halton Chamber of Commerce purely for benchmarking purposes.

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. For children and young people, we retain information until the child's 25th birthday,

or if they are 17 at the time they enter the service, their 26th birthday. After this period data is disposed of securely.

How will my information be stored?

Your information will be stored both electronically and in hard copy (paper) format. Electronic data is kept on a secure in-house HBC database. Some information may also be stored with the Mailchimp email service if you consent to receiving email updates from us.

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?

If you consent to receiving promotional emails from us, again 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. 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 a number of different sources such as you, your employer or Halton Chamber of Commerce.

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