

PRIVACY NOTICE – COVID-19

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

We collect and hold information about you in order to help co-ordinate the response for COVID-19. We may need to collect basic details about you including your name, address, telephone number and email address.

Dependent on your circumstances and how the current pandemic and government advice emerges the Council may need to ask for more detailed information about you. This might include personal data relating to your current health or medical condition. We may also ask for a unique identifier such as your National Insurance Number or NHS Number to help identify you.

The Council may also need to ask you for sensitive personal data that you have not already supplied, for example, if you have any underlying illnesses, if you are vulnerable, or for your age. We can then use this information to assist you and prioritise our services as well as assist the National response to the global Covid Pandemic.

We may ask you for information to help us identify and understand about those suffering with, or at risk of suffering with, COVID-19. This could be information about:

- incidents of exposure to COVID-19
- the management of outbreaks of or the risk of COVID-19
- locating, contacting, screening, flagging and monitoring Covid-19 incidents
- Information about providing services in relation to testing, diagnosis, self-isolation, fitness to work, shielding, treatment, medical and social interventions and recovery from COVID-19.

The Council already holds information about you, which you will have provided for a specific reason. In normal circumstances we would seek to inform you that the data provided would be used for a different reason. However, due to the national and local requirements in relation to the COVID-19 response, this will not always be possible.

During this pandemic we may ask you for and process information about you, which is above and beyond what would normally be collected. This is entirely to ensure your safety and well-being and this will be limited to what is proportionate and necessary.

We work in line with current Government guidance, to help us manage and contain the virus and enable us to effectively keep you safe. We have contingency plans in place to safeguard those who are vulnerable and to aid business continuity.

What legal basis allows you to use my information?

The processing of personal data is covered by

Article 6(1)(d) GDPR - processing is necessary in order to protect the vital interests of the data subject or another natural person.

Article 6(1)(e) GDPR – 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.

The legislations that relate to this service can be viewed at <https://www.legislation.gov.uk/coronavirus>

The processing of special category data is covered by the following conditions:

Article 9(2)(i) GDPR – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.

Schedule 1, Part 1(3) Data Protection Act 2018 – processing is necessary for reasons of public interest in the area of public health, and is carried out by or under the responsibility of a health professional, or by another person who in the circumstances owes a duty of confidentiality under an enactment or rule of law.

Article 9(2)(g) GDPR - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Who will my information be shared with?

We may need to share your personal data internally within our service areas as well as externally with other public authorities, emergency services, and other stakeholders.

How long will you keep this information for and why?

We will only retain your information for as long as it is necessary and taking into account current Government advice and Legislation.

The minimum timeframe for the information outlined in this privacy notice will be for the duration of the COVID-19 response. Where possible your personal data will be anonymised. All information will be confidentially disposed of when no longer required.

How will my information be stored?

Your information will be securely stored on Halton Borough Council's corporate network.

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

Halton Borough Council will not be using information to make automated decisions.

Will my data be transferred abroad and why?

No

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

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 as dictated within Legislation.

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)

Rights related to automated decision making and profiling.

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

Your information, if not provided directly by yourself, may be sourced from local authority partners, including but not limited to public authorities, emergency services or other stakeholders in response to the pandemic.

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' or by email to informationgovernanceservice@halton.gov.uk

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