

Supplementary Privacy Notice for Public Health Services

COVID-19

In these unprecedented times due to the current outbreak of COVID-19, Sefton Council is working hard to support its communities.

We will continue to work collaboratively, building on and strengthening relationships we have between the Local Authority, Public Health teams and Public Health England (PHE).

We aim to ensure an effective and coordinated approach to COVID-19 outbreak takes place from the initial detection to the formal declaration that the outbreak has ended.

What data do we collect?

Sefton Council is currently being provided with personal data from a number of sources. The fields of personal data include:

Field name	Description
NHS	NHS number
Sex	Data subject's sex
Date of birth	Data subject's date of birth
Address	Full address of patient and Unique Property Reference Number (UPRN)
Local Authority area	Name of local authority area and district
Name	Full name
Telephone number	Mobile and house landline number
E-mail address	Data subject's email address
Original data source	For example, Public Health England (an executive agency of the Department of Health and Social Care)
Test date and result	Corona virus test data and result
Symptoms	Including start date and nature of symptoms – details of Covid-19
Ethnic Group	Data subject's ethnic group

Occupation	Data subject's occupational group, if applicable
Key Worker	Data subject's key worker status
Pillar	Covid-19 test location type (laboratory, mobile testing station, home test)
Vulnerability status	Status as to whether an individual is clinically vulnerable or extremely clinically vulnerable
SPL flag	Shielded Patient List status
Infection date	Date added to SPL
Date removed	Date individual removed from the SPL

Sources of data

- Public Health England
- Department of Health and Social Care
- NHS Digital

How do we use data?

Sefton Council uses this information for the purpose of delivering services to patients, clinicians, the health services and adult social care services workforce and the public about and in connection with Covid-19, including the provision of information, fit notes and the provision of health care and adult social care services. This includes:

- (a) understanding Covid-19 and risks to public health, trends in Covid-19 and such risks, and controlling and preventing the spread of Covid-19 and such risks;
- (b) processing to support NHS Test and Trace
- (c) identifying and understanding information about patients or potential patients with or at risk of Covid-19, information about incidents of patient exposure to Covid-19 and the management of patients with or at risk of Covid-19 including: locating, contacting, screening, flagging and monitoring such patients and collecting information about and providing services in relation to testing, diagnosis, self-isolation, fitness to work, treatment, medical and social interventions and recovery from Covid-19;
- (d) understanding information about patient access to health services and adult social care services and the need for wider care of patients and vulnerable groups as a direct or indirect result of Covid-19 and the availability and capacity of those services or that care;
- (e) monitoring and managing the response to Covid-19 by health and social care bodies and the Government including providing information to the public about Covid-19 and its effectiveness and information about capacity, medicines,

equipment, supplies, services and the workforce within the health services and adult social care services;

- (f) delivering services to patients, clinicians, the health services and adult social care services workforce and the public about and in connection with Covid-19, including the provision of information, fit notes and the provision of health care and adult social care services; and
- (g) research and planning in relation to Covid-19.
- (h) administration and delivery of the Covid-19 Self-Isolation Payment Scheme

Please see below, more information on the self-isolation payment scheme:

<https://www.sefton.gov.uk/covid-19-in-sefton/covid-19-support/test-and-trace-support-payment-scheme.aspx>

Legal Gateway (common law duty)

Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002 in accordance with the 'Covid-19 – Notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002' from the Secretary of State for Health and Social Care to Local Authorities in England. First issued 20 March 2020 and all subsequent amendments.

Lawfulness of Processing

The Council has a legal basis for processing this information under:

Article 6(1)(c) – legal obligation – to receive and process disclosed data in accordance with the COPI Notice issued by Secretary of State for Health and Social Care under Regulation 3(4) of the National Health Service Control of Patient Regulations 2002 dated 20th March and all subsequent amendments

Article 9(2)(g) – substantial public interest to process the special category personal data

Data Protection Act 2018 – Schedule 1, Part 2, (6) – statutory and government purposes etc. and Schedule 1, Part 1, (2) - health or social care purposes

How do we keep data secure and who do we share it with?

Sefton Council is required to comply with the Data Protection Act to ensure information is managed securely and this is reviewed every year as part of our NHS Data Security and Protection Toolkit.

<https://www.dsptoolkit.nhs.uk/OrganisationSearch>

All data is stored electronically in secure systems within the Council network in line with the NHS Information Governance Framework. These systems are access controlled and only relevant employees have access to them. Where applicable, data access is limited to key professionals who are named on relevant signed data sharing agreements (for example for

births and deaths data processing). All staff are regularly trained to understand their duty towards protecting data and good information governance procedures.

Confidential public health data will only be shared with other areas of the NHS, local authorities or care organisation with the permission of the Caldicott Guardian, once the necessary legal basis has been established and data protection safeguards have been verified, so that the data is managed and used under the same restrictions. Anyone who receives information from Sefton Council is also under a legal duty to keep it confidential.

Termination Date

Currently this is until such time as the 'Covid-19 – Notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002' from the Secretary of State for Health and Social Care to Local Authorities in England is revoked.

Where can I find further information?

Sefton Council is registered as a Data Controller with the Information Commissioner's Office (Registration number- Z6451588). Further details can be found via the Information Commissioner's Office website <https://ico.org.uk>. The Council's DSPT status can be found at: <https://www.dsptoolkit.nhs.uk/OrganisationSearch>

Your data rights

Right to be informed

This Privacy notice is a way of informing you of how your personal data is used under data protection legislation.

Data subject rights

You have the right to:

- access your personal data (via a subject access request)
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

Further information

If you would like further information about this privacy notice, please contact the Public Health team via email:

Public.health@sefton.gov.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If we have been unable to help with your enquiry or you are unhappy about the way we have handled your personal data, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> who regulates data handling and can provide more information on the rights available to you.

Sefton's Data Protection Officer can be contacted at:

Telephone: 0345 140 0845

email ino.information@sefton.gov.uk

Your right to make a complaint

Details about how you can make a complaint can be accessed via the website

<https://www.sefton.gov.uk/your-council/consultations,-complaints-feedback/childrens-social-care-complaints.aspx>