

Health Protection Advocates Directory Privacy Notice

Introduction

The Health Protection Board requires a directory of advocates (organisations, not individual residents) to distribute health information in the community, to inform people about current Public Health initiatives on behalf of the board, increasing the possible reach of information dissemination.

Nottinghamshire County and Nottingham City Council are developing this directory on behalf of the board which includes members from NHS England, The UK Health Security Agency and District Councils and is chaired by Nottinghamshire County Council and Nottingham City Council.

This privacy notice explains how the Council uses your data to develop and maintain this directory of advocates who agree to participate and to disseminate health information in the community to share messages as widely as possible.

Who will be using your data?

Public Health colleagues in Nottinghamshire County Council and Nottingham City Councils will compile, maintain and use the directory. Nottinghamshire County and Nottingham City Councils will be data controllers for the data you provide to us. Nottingham City Council have privacy information published on their website which you can also refer to.

We may also contract third party organisations to process your data on our behalf (e.g. suppliers of business systems such as our Business Management System).

What personal data do we use?

Where possible, the contact information used will be non-personal, for example an organisations office location, main email address and phone number rather than the name and contacts of an individual, but in some cases, this could be a personal email or phone number, but the use of organisational details is encouraged rather than those of individuals.

- Name and Contact Details (email address and telephone number)
- Organisation Address

What types of special category personal data do we need from you?

No special category personal data

Why do we use your data?

Because you have offered support as an organisation or community group to disperse messages about public health initiatives to members of the public who you engage with to maximise the reach.

What legal reasons allow us to use your data in this way?

Most of our Public Health work is undertaken on the basis of public task, as we are required to carry out certain duties as a local authority.

However, as you have the choice of whether to become an advocate and join the directory, our legal basis for the processing of this data is that you have consented to it.

Our legal basis for processing your personal data is consent.

Who may we share your data with or receive it from?

Your details will be shared with Nottingham City Council for the purpose of compiling a directory which spans the geographical area of the County of Nottinghamshire and Nottingham City.

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, a legal requirement to keep the data for a set period of time.

As a minimum the information outlined in this privacy notice will be kept for the duration of the Health Protection Board, after that, in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide, or we cannot obtain the data needed?

You would not be able to join the Health Protection Advocates Directory to support the Health Protection Board with disseminating Public Health information in the community.

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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