

# Privacy Notice (How we use your information)

## Public Health

### Community Smoking Cessation Service

Kirklees Council commissions a Stop Smoking Service. The service provides specialist behavioural support and where appropriate medications to enable a person to successfully quit smoking.

As the commissioner for the Community Stop Smoking Service, we take your data and privacy seriously and will only use your data in ways as outlined below.

We use the information that we collect about you to assess the service you are receiving against our commissioning specification. This information will be stored securely, and you have the right to see the information we hold about you at any time.

#### **The categories of information that we collect, process, hold and share include:**

- Personal information such as (Full Name, Date of Birth, Home Address and Phone Number)
- Characteristics - Gender, ethnicity, socio- economic status, sexual orientation,
- Special Category- such as relevant medical conditions and relevant medication

We receive this information from you, and we may also receive some of this information from GP's or other NHS services and Health partners if you have been referred by them

#### **Why we collect and hold this information**

We use this personal data in order to:

- Assess the quality of our commissioned services, identifying any risks and problems;
- Assess that the commissioned services are supporting equality and diversity
- Evaluate and improve the performance of our providers
- Derive statistics which inform decisions about future delivery of services both on a Local & National Level.
- Ensure that medications and/ or quitting aids are only given to persons over the legal age to receive them.
- Provide a specialist support and appropriate medication to residents seeking help to stop smoking
- Provide a better and more effective stop smoking service to residents

## The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **6(1)(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [publichealthcommissioning@kirklees.gov.uk](mailto:publichealthcommissioning@kirklees.gov.uk)**

### **6(1)(e) We need it to perform a public task.**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Health and Social Care Act 2015

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are

### **9(2)(i) Public health (with a basis in law)**

## How we store your personal information

Your information is safely stored within the software system Quit Manager, owned by Bionical Solutions. Bionical Solutions have an ISO 27001 compliant Information Security Management System (ISMS). Bionical Solutions Limited is registered with the ICO with Reference Number Z9686444.

We will hold the information about you securely, and for no longer than reasonably necessary.

The Council only retains anonymised data for statistical purposes. The data held by the Council does not enable any individual to be identified.

The data held within the software system Quit Manager will be returned to the Council at the end of the contract with them; all data will be fully erased at the end of that contract. Should you require any further information in respect of the retention of your data please contact [publichealthcommissioning@kirklees.gov.uk](mailto:publichealthcommissioning@kirklees.gov.uk)

## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice.
- To process orders of goods or medications for service users

We may share this information with:

- National government department e.g. NHS Digital for anonymous statistic reporting and Office for Health Improvement and Disparities
- Other services within Kirklees Council
- Other Health Partners
- Commissioned services e.g. Vaping Device Retailers

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

[publichealthcommissioning@kirklees.gov.uk](mailto:publichealthcommissioning@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.