

Privacy Notice (How we use your information)

Community Smoking Cessation Service Public Engagement Survey

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 part of improving the stop smoking service the commissioner is undertaking an engagement survey using the software tool Snap.

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 – Gender, Ethnicity, partial post-code, email address

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.

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 publichealthcommissining@kirklees.gov.uk

Consent is used if the participant of the survey wishes to be entered into an optional draw to win one of 3 x £20 Love to shop vouchers. A winner will be chosen at random and notified within 2 working days of the end of the survey deadline

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

This legal basis covers the rest of the engagement survey.

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 (Ethnicity). 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 Snap Surveys and on Kirklees Council Shared drive.

The public task information we will keep for 3 years in line with the Public Health retention period.

The consent for details for voucher winners will be deleted within 30 days of winner allocation. We will then dispose your information by removing it from the shared drive manually.

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.

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 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

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 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.