

School Health Survey Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council.
Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) The Council's Data Protection Officer is the Corporate Information Governance Team Manager.

Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Public Health Service needs to collect the following information about you.

The online School Health Survey is carried out as part of the Council's duty to commission and provide health and care services to children and young people. The survey participants are school children and young people in Years 5, 7, 9 and 12. The data is collected directly from the individuals and held by Wakefield Council's Public Health Service.

The categories of information collected will depend on your age group.

As part of the School Health Survey, the Public Health Service may collect and use the following information about you:

- your school;
- your postcode;
- your gender and ethnicity;
- your country of birth;
- the number of adults in your household;
- your caring responsibilities;
- whether you receive learning or behavioural support at school;
- eating habits and oral health;
- physical activity;
- smoking, drinking alcohol and drug use;
- bullying and safety;
- sexual health;
- wellbeing and sleep;

- social media and internet use;
- use of free time and reading;
- money and gambling; and
- future aspirations.

The data is collected anonymously. Participation is not mandatory and you are free to choose not to provide any of the information we request from you.

We use this information to:

- analyse and understand the health behaviours and needs of the children living in the Wakefield District;
- inform the most suitable health and care services;
- assist schools to understand areas where they can help improve the health and wellbeing of their pupils; and
- support schools to ensure that they offer the lessons and opportunities that most closely align with the needs of their pupils.

To enable us to provide this service, we may use third party platforms and share your information with our contractors, subject to appropriate contractual and data protection safeguards.

For example, we may use SurveyMonkey to collect the data and we may share the survey data with an external research company in order for them to process and analyse the data on the Council's behalf.

Schools receive a report for their school for benchmarking purposes and reports on the data at a district level are shared with the public. However, these do not identify individual participants.

We will only share the minimum information necessary for the purpose.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act 1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to provide an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk management, and control processes. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

3. What authority does the Council have to collect and use this information?

The lawful basis we rely upon for processing your information are:

(a) We need it to perform a public task.

Where we process your 'special category' data, we also rely on:

Article 9(2)(h) - Health and Social Care: processing is necessary for the provision of health or social care or treatment or the management of health or social care systems and services; meeting Schedule 1, Part 1 of the Data Protection Act 2018 as below:

- (2) Health or social care purposes
- (3) Public health

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 10 years after the survey is conducted, after which time it will be deleted from our systems. The reason for keeping information for this period of time is to allow for analysis of trends and comparison of data over time.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the UK

Personal data transferred under this Privacy Notice may be transferred to our contractors based in the European Economic Area (EEA), which is deemed by the UK to have adequate data protection standards.

Any onward transfers to areas that are outside the EEA and not subject to an 'adequacy decision' will be subject to the 'appropriate safeguards' required under data protection law, such as standard contractual clauses.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

8. Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.