

PRIVACY NOTICE FOR

Heath Improvement Team - Training

Data Controller

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

Why do we collect and hold information about you?

The information we collect from you enables us to provide you with information relating to training sessions organised by us. Training may be tailored to suit attendees so we require detailed information about each attendee.

Why do you need my information?

The information is needed to register you and send you updates and information before and after our training sessions. We also use information for evaluation and purposes to benchmark against other training we deliver.

What legal basis allows you to use my information?

- The legal basis for processing your personal data is consent.
- The legal basis for processing your sensitive data is explicit consent for a specific purpose as stated above.

Do I have to provide this information and what will happen if I don't?

If you have not opted in and we do not have your information, you may be unable to register for training organised by the Health Improvement Team.

Who will my information be shared with?

Your information will be shared with your consent to the following:

- Anonymised data may be used for evaluation and benchmarking purposes and shared with external organisations including Public Health England.
- Anonymous comments given by you as part of event evaluation may be shared with external organisations and used on marketing materials, press, online and other media.

How long will you keep this information for and why?

We only keep your information for as long as necessary by law in line with Halton Borough Council's Corporate Retention Schedule. If you are over 18 years of age, we will retain your information for 8 years from the date you entered our service. After this period data is disposed of securely. For children and young people, we retain information until the child's 25th birthday, or if they are 17 at the time they enter the service, their 26th birthday. After this period data is disposed of securely.

How will my information be stored?

Your information will be stored electronically in a data base and in digital. Electronic data is kept on a secure in-house HBC database and electronic filing system.

Will this information be used to take automated decisions about me?

No, This information will not be used to make automated decisions about you.

Will my data be transferred abroad and why?

If you have registered for a training session using the Eventbrite website, your data will be transferred abroad as Eventbrite is based in the US. However this is only for processing purposes. You are not obliged to create an account with Eventbrite to register for our events. Details of Eventbrite's Privacy Policy can be found here:

https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB

If you consent to receiving promotional emails from us, again your data will be transferred to the US as we use an email marketing solution called Mailchimp. You will be asked to consent to having your information used this way. If you opt out, your data will not be included on the Mailchimp system. Details of Mailchimp's Privacy Policy can be found here:

<https://mailchimp.com/legal/privacy>

What rights do I have when it comes to my data?

You have the right to:

- Right to be informed – through this Privacy Notice
- Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.
- Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.
- Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.
- Right to object to processing (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

We may collect your data directly from you when you attend one of our events or via Eventbrite or Mailchimp if you use one of their online registration forms.

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

END OF PRIVACY NOTICE