



Department  
of Health &  
Social Care

# **DHSC Privacy Notice**

**Version 0.2**

Published: April 2019

# **1. The Data Protection Act 2018 and the General Data Protection Regulation (GDPR)**

This legislation replaces previous current data protection law, giving more rights to you as an individual and more obligations on those controlling and processing your data for any purpose. This notice is to explain your rights and give you the information to which you will be entitled under the new legislation.

## 2. Address and contact details of our Data Protection Officer

The Department of Health and Social Care is the data controller for the Department itself and also for its executive agencies (Public Health England and the Medicines and Healthcare Products Regulatory Agency).

The Data Protection Officer is John Ryder who can be contacted:

- In writing at:

Department of Health and Social Care, 1st Floor North, 39 Victoria Street, London, SW1H 0EU

- By email at:

[data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk)

### **3. Reasons and purposes for processing information**

We need to handle personal information about you so that we can provide better services. High standards in handling personal information are very important to us because they help us to maintain the confidence of everyone who deals with us. When we handle your information, we undertake to:

- Make sure you know why we need it
- To only ask for what we need, and not to collect too much or irrelevant information
- To protect your information and ensure no-one has access to it who shouldn't
- To let you know if we are going to share it with other organisations
- Make sure we don't keep your information for longer than necessary
- To ensure you have the right to request and incorrect information can be rectified
- Not to make your personal information available for commercial use without your consent
- Ensure that measures are put in place to allow appropriate consent to be obtained for holding personal information of anyone aged under 13

We additionally undertake to:

- Value the personal information entrusted to us and make sure that we abide by the law when it comes to handling your personal information;
- Ensure we consider security at the outset of any new project where we are planning to hold or use personal information in new ways, and to continue to review existing systems to ensure they are compliant with new laws;
- Provide training to staff in how to handle personal information, maintain proper oversight of our information assets and respond appropriately if information is not used or protected properly.

## **4. We process information to enable us to:**

- promote our policies, procedures and services to the public
- to maintain our accounts and records and to support and manage our staff.
- We also process information to include administration of health and social care services, management and administration of land, property and residential property and undertake research
- We operate a CCTV system on our premises for the prevention of crime and the safety and security of our staff and premises.
- Processing of information is also undertaken to adhere to NHS guidance and regulations.

## **5. Lawful basis for processing your personal data**

Paragraph 7 of Chapter 2 to the Data Protection Act 2018 provides that, as a Government Department, the Department of Health and Social Care may process personal data as necessary for the effective performance of a task carried out in the public interest or the processing of personal data that is necessary for the administration of justice and the exercise of a function of the Crown, a Minister of the Crown or a Government Department.

Should this provision not apply, we will always identify the lawful basis on which your personal information is processed as defined by Article 6 of the General Data Protection Regulation.

## **6. We process information about our:**

- Employees and former employees
- Customers and clients
- Suppliers and service providers
- Advisers, consultants and other professional experts (including NHS professionals)
- Complainants and enquirers
- Students and pupils
- Elected representatives
- Holders of a public office
- Academics
- Members of supporters of unions
- NHS and other healthcare professionals
- Health and care organisations
- Legal representatives of the organisation
- Applicants to committees
- Applicants for permits, licenses, certificate and permit holders
- Authors, publishers, editors, artists or other creators
- Members and/ or supporters of voluntary organisations and advisory groups
- Committees and health associations
- Licence and certificate holders
- Social care providers
- Individuals falling within the terms of reference of a public enquiry

- Members of advisory groups and committees
- Contracts
- Offenders and suspected offenders
- Members of the public and those inside, entering or in the immediate vicinity of areas under surveillance by CCTV
- Members or supporters of health-related organisations
- NHS staff
- Research applicants
- Researchers
- University staff and students
- Patients
- Individuals on civil registers
- Members of the general populace



## **7. With whom the information may be shared**

We sometimes need to share the personal data we control (and our data processors may also share information) with other organisations. Where this necessary we are required to comply with all aspects of Data Protection legislation. What follows is a description of the types of organisations we may need to share personal information we process for one or more reasons. Where necessary, required and within the law we may share information with:

- Family, associates and representatives of the person whose personal data we hold
- Employment and recruitment agencies
- Current, past and prospective employers
- Educational establishments and examining bodies
- Other Government Departments
- Credit reference agencies
- Suppliers and service providers
- Debt collection and tracing agencies/ organisations
- Financial organisations
- Devolved Government departments
- Health and care organisations
- Trade, employer associations and professional bodies
- Other statutory law enforcement agencies and investigative bodies
- Health, social and welfare advisers or practitioners
- Survey and research organisations
- Police forces and other law enforcement organisations
- The Government Internal Audit Agency and other auditors as required
- The Civil Service Commission
- The Advisory Committee on Business Appointments

- The Office of the Commissioner for Public Appointments

## **8. Data retention**

Outside of specific exemptions under the legislation your personal data shall be retained for no longer than the purposes for which it is being processed.

## 9. Your rights

The data we are collecting is your personal information and you have considerable say over what happens to it. As such, you have the right:

- To see what data we hold about you (this is known as a 'Right of Access Request')
- To ask us to stop using your data, but keep it on record
- To have some or all of your data delated
- To have some of your data corrected
- To lodge a complaint with the Information Commissioner's Office (ICO) if you think we are not handling your data fairly or in accordance with the law

# 10. Right of Access Requests

Data Protection legislation allows you to find out the personal information we hold about you on computer and IT records (formerly known as a 'Subject Access Request').

The legislation requires us to respond to a valid request within one month. However, in the event we are unable to meet this timescale (for example due to a large volume of information to be assessed) we will keep you informed of progress towards fulfilling your request.

To request access to personal data we hold about you, please write to our Data Protection Officer using the contact details above.

# 11. Contacting the Information Commissioner's Office

For independent advice about data protection, privacy and data sharing issues, you can contact the independent Information Commissioner's Office at:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

## 12. Document History

<b>Version</b>	<b>Issue Date</b>	<b>Changes</b>
1.0	25/05/2018	Changes due to GDPR
2.0	24/04/2019	Change to DPO contact information