

1. Harrow Council privacy notice

Description of processing

The following is a very broad description of the way Harrow Council processes personal information. Harrow Council is a data controller for the purposes of the Data Protection Act. The Public Health team of Harrow Council also has a legal status allowing the processing of Personal Confidential Data for certain Public Health purposes. The use of such data will be restricted so that the principles contained in the Data Protection Act 1998 are fully adhered to. The legal basis is section 42(4) of the Statistics and Registration Service Act (2007) as amended by section 287 of the Health and Social Care Act (2012) and regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.

This privacy notice explains what information the Council collects, the purposes for which it is collected and who we share the information with. It applies to all personal information collected for or on behalf of the Council whether by letter, email, face-to-face, telephone, online or any other method. An explanation of how we use cookies on our website can be found further down this page.

To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the Council has provided or contact the department directly to ask about your personal circumstances.

We collect and process the following types of information

- personal and family details
- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- case file information
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We may also collect and process sensitive information that may include

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences

Harrow Council Public Health team uses personal identifiable information about residents and users of health care, to enable it to carry out specific functions for which it is responsible, as outlined below. Personal data means data which relate to an individual who can be identified from the data or from that data and other information held by the data controller (i.e. it can be linked to become identifiable).

How we use information about you

We collect and process information about you, so that the Council can carry out its functions as a Local Authority. This includes but is not limited to:

- maintaining our own accounts and records
- management of risks to public health
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- provision of education
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- the provision of social services
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research (including research relating to health - an example of this is the use of Births and Deaths data for analysis and strategic planning amongst others)
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

This information is only used for the intended purpose but if we intend to use it for any other purpose we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, or if there is a risk of serious harm or threat to life.

Who information may be shared with

We will sometimes need to share information with between Council Services as well as other organisations such as government bodies, the police, health and social care organisations, housing associations and landlords and educational establishments.

We will only share information with these organisations where it is appropriate and legal to do so. We may also share information, for example, if there is a risk of serious harm or threat to life, for the prevention and detection of crime, assessment of any tax or duty or if we are required to do so by any court or law. Where this is necessary, we are required to comply with all aspects of the Data Protection Act.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the [Data Protection Act](#).

Access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information, please visit our [Access to Information page](#) for further details.

Opting Out

You have the right to opt out of Harrow Council receiving or holding your personal identifiable information. There are occasions where service providers will have a legal duty to share information, for example for safeguarding or criminal issues. The process for opting out will depend on the specific data is and what programme it relates to.

For further information, please contact:

Carole Furlong – Consultant in Public Health
Email : carole.furlong@harrow.gov.uk
Direct Line : 0208 420 9508

Personal information collected via online forms

Our policy is to respect and protect the privacy of anyone who visits our website. Where we ask you for personal information via an online form, this information will only be used for the purpose indicated and will be held in a secure manner. It will not be used for any other purpose without your permission and will not be kept for longer than necessary. If you are concerned about providing your personal information online please contact us and we will arrange alternative means for you to provide this information.

Use of IP addresses and cookies

Cookies enhance your experience using our website. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work more efficiently, as well as to provide information to the owners of the site.

We use cookies to audit the use of our website and help us to customise the website for your visit. We do not store or transmit any personally identifiable data on these cookies. You can change your cookie settings at any time in the security settings in the browser you use to access the internet. Please note however, that rejecting all cookies may impact your enjoyment or use of this website.

We collect IP addresses* only for the purposes of system administration and to audit the use of our site. We do not link IP addresses to anything personally identifiable, which means that while your user session will be logged you will remain anonymous to us.

* An IP address is a unique string of numbers that identifies each computer

Changes to our Privacy Policy

As the Council creates new services, this may generate need to amend the privacy notice. If our privacy notice changes at any time in the future, it will be posted on this page.