



## NORTH HERTFORDSHIRE DISTRICT COUNCIL CORONAVIRUS PRIVACY NOTICE

### Coronavirus – Using your personal data

You may have provided information for a specific reason normally the Council would seek to inform you that the data provided would be being used for a different purpose. Due to the rapidly emerging situation regarding the current pandemic this will not always be possible. If we already hold information regarding vulnerability as defined in the current guidance from the Government and Public Health England, we may share this for emergency planning purposes or to protect your vital interests by sharing with services both inside and outside the Council.

We may in this current crisis need to ask you for personal information including sensitive personal information for example your age or if you have any underlying illnesses or are vulnerable, that you have not already supplied. This is so the Council can assist and prioritise it's services.

During the current Covid-19 pandemic, North Hertfordshire District Council will receive information from a number of sources identifying additional people in the community who have been advised to self-isolate for at least 12 weeks. This data is known as Special Category Data and is made up of the following;

- personal data revealing **racial or ethnic origin**;
- personal data revealing **political opinions**;
- personal data revealing **religious or philosophical beliefs**;
- personal data revealing **trade union membership**;
- genetic data
- biometric data (where used for identification purposes);
- data concerning **health**;
- data concerning a person's **sex life**; and
- data concerning a person's **sexual orientation**.

This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply.

### Extended collection of Special Category Data

We will also be seeking information about those who don't meet our normal criteria for service, but who have become vulnerable because their normal support from family or friends may be interrupted or reduced.

We will do this to make sure we can fulfil our statutory duties which relate to North Hertfordshire residents during a period of increased risk to health and well-being. This will be

identifiable data so that we know who to offer a service to, and how to get the service to them.

We will receive information primarily from the Government Data Service; this may include data from both the NHS and other departments.

We will also receive information from providers of care homes, nursing homes and domiciliary care services.

We will share information back to providers where we feel they can help us meet your service needs.

If you require any further information relating to the use of personal data the Council's Corporate Privacy Notice is available [on the Council's website](#)

Additionally, for the duration of the pandemic it is a task in the substantial public interest and in line with government requirements.

The data that we obtain during the pandemic will be reviewed for accuracy and any incorrect data will be rectified.

North Hertfordshire District Council will retain any special category data in line with the Council's retention policy.

**This is a temporary arrangement and at the end of the pandemic we will securely dispose of any data held about people who do not need our services.**

## **Legal basis for processing your personal data**

During the Coronavirus pandemic the processing of special category data is carried out under the Data Protection Act 2018

How we are processing your personal data will determine the legal basis for processing. The legal bases for processing by the council as a public authority will be:

1. Where disclosure is in the vital interests of yourself or another person Article 6(1)(d) - processing is necessary in order to protect the vital interests of the data subject or of another natural person and 9(2)(c) - processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
2. Where it is necessary for the reasons of substantial public interest Article 9(2)(g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
3. Where it is in the interest of public health Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health, such as protecting against

serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

The Council is committed to ensuring that it collects, uses, shares and stores the personal data of its customers in a legal and transparent way. This Privacy Notice provides a high level view of how we do this. Other Privacy Notices specific to each of the services we deliver are also available [on the Council's website](#).

## **Contact information**

Because the Council decides how personal data is processed, it is referred to as a Data Controller and must register as such with the Information Commissioner's Office (ICO).

North Hertfordshire District Council is registered as a Data Controller with the Information Commissioner's Office registration number: Z7539692.

Contact details for the Council's Data Controller are:

Email: [datacontroller@north-herts.gov.uk](mailto:datacontroller@north-herts.gov.uk)

Data Controller

North Hertfordshire District Council

District Council Offices

Gernon Road

Letchworth Garden City

SG6 3JF

The Council also has a Data Protection Officer, whose responsibilities include but are not limited to:

Monitoring the Council's compliance with Data Protection Law

Ensuring that the Council's Data Protection Policies are adhered to

Ensuring staff are properly trained in Data Protection matters

Advising on Data Protection Risks

Liaising with the ICO

The Council's Data Protection Officer is:

Geraldine Goodwin

North Hertfordshire District Council

District Council Offices

Gernon Road

Letchworth Garden City

SG6 3JF

Email: [dpo@north-herts.gov.uk](mailto:dpo@north-herts.gov.uk)