

Awareness and Knowledge of UK Chief Medical Officer physical activity guidelines survey

Privacy Statement

The Public Health Agency would like to find out about awareness and knowledge of the UK Chief Medical Officer (CMO) physical activity guidelines amongst people involved in delivering Early Years and Later Years services in Northern Ireland. This will help identify any training needs and contribute to the development of any necessary training materials and resources which can support you to promote the guidelines in your role. This piece of research is being conducted by the Health Intelligence Unit, within the Public Health Agency.

This privacy statement provides a broad description of the way the Public Health Agency processes your personal information with regards to the survey. If you have any questions on how your own personal information is processed, you may need to contact us directly.

Your contribution

Your participation is voluntary, and we greatly appreciate any feedback you give. Your feedback is important as it's the best way for us to understand your training needs.

Why this survey is needed?

This survey will help identify training needs and contribute to the development of any necessary training materials and resources which can support you to promote physical activity guidelines in your role.

The information gathered through this survey contributes to:

- providing an insight into awareness of physical activity guidelines;
- an understanding of how you promote physical activity guidelines;
- help identify barriers to promoting physical activity guidelines;
- identify training needs;
- contribute to the development of training materials to assist you to promote physical activity guidelines

What information is collected and how your responses are used?

We only collect the information we need to. This will contain:

- survey responses
- your work setting, your role, HSC Trust area you work in and Council area you work in.

Your personal information will be used to:

- analyse responses by work settings and job roles
- analyse responses by geographic areas such as HSC Trust area you work in and District Council area you work in

This information will be used to help inform training needs. Access to your individual responses is restricted to authorised analysts within the PHA. The survey dataset will not be shared with any other organisations or individuals. Information collected for the survey will be treated confidentially and used in a way that does not identify you personally. The results of the analysis are anonymous and aggregated. No one will be

able to identify you or your answers, and no one will know whether or not you participated in the survey.

Benefits

You may not receive a direct benefit from participating. We hope that what we find out in this survey will help us to develop training resources to help you promote physical activity guidelines.

Risks

There are no risks involved in participating in this survey however if you wish, you can choose not to answer a question or you may stop the survey at any time.

The lawful basis for processing your personal information

The law on protecting personal information, known as the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, allows us to use your personal information.

As a statutory organisation created under the Health and Social Care (Reform) Act (Northern-Ireland) 2009 <https://www.legislation.gov.uk/nia/2009/1/contents> the Public Health Agency is required to conduct certain activities as part of its health improvement/health protection function, for which the processing of this data is necessary (see Section 13, Sub-section (4)(b) of the Act).

We process both personal data and special categories of personal data, particularly data about your health, for this purpose. The sections of the UK GDPR and the Data Protection Act that apply are:

- UK GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest
- UK GDPR Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health
- Data Protection Act Schedule 1 Part 1 (3) – reasons of public interest in the area of public health

Do I need to give my consent?

The data is obtained on a lawful basis as outlined above and therefore you do not need to give consent. If you decide not to participate in the survey there is no need to proceed any further.

Do you share my personal data with anyone else?

This survey will be conducted via Microsoft 365 and they are obligated to protect your information and comply with the UK General Data Protection Regulation. The PHA Health Intelligence team do not have access to the names and contact details of individuals who are contacted in relation to the survey. People will be invited to take part in the survey via an email distributed via the Health Improvement team in the PHA. No unique survey identifier is used therefore no-one will know whether or not you took part in the survey. All data will be password protected and stored securely on PHA network drives accessible only to the research team.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

We will only retain your data for as long as necessary, in line with our Retention and Disposal Schedule and specific guidance issued by the Department of Health in Northern Ireland (Good Management, Good Records – available at <https://www.healthni.gov.uk/articles/good-records-good-management-foreword>). This means that we will keep your personal data for a period of up to 2 years.

Your rights

Taking part in the survey is voluntary. Participating gives you the opportunity to provide feedback on your knowledge and training needs. You don't have to answer every question if you don't want to. If you decide you do not want to take part in the survey there is no need to proceed any further.

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy information sheet, or with how your personal information is being processed, please contact the Data Protection Officer at the following address:

Data Protection Officer:

Name: Stephen Murray

Address: Public Health Agency, 12-22 Linenhall Street, Belfast, BT2 8BS

Email: dpo.pha@hscni.net

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

<https://ico.org.uk/concerns/handling/>

How to contact us:

Please contact us if you have any concerns about our privacy information sheet or if you require more information about this work. Please contact:

Elaine Wilmot

Health Intelligence Manager

Public Health Agency

County Hall

Ballymena

BT42 1QB

Tel: 028 9536 2878

Email: elaine.wilmot@hscni.net