

Understanding the importance of programme resources in the Active Travel programme

Privacy Statement

The Public Health Agency would like to ask your views on programme resources such as high vis jackets/vests, reflectors and lights which have been provided in year one of your participation in the Active Travel programme. This piece of work 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 the importance of programme resources in encouraging children within your school to:

- engage in physical activity and participate in the Active Travel programme;
- increase their physical activity and participate in the Active Travel programme;
- continue to be physically active and participate in the Active Travel programme.

What information is collected and how your responses are used?

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

- survey responses
- the name of the school you work in; the town of the school you work in and the postcode of the school you work in

Your personal information will be used to:

- analyse responses by the type of school; management type of school; year of enrolment in the Active Travel programme; whether anyone in the school gets free school meals; Council area; deprivation quintile; and urban/rural.

This information will be used to help understand the importance of programme resources. 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 understand the importance of programme resources.

Risks

There are no risks involved in participating in this survey however if you wish, 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 schools who are contacted in relation to the survey. Schools will be invited to take part in the survey via an email distributed via Sustrans. 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 the resources your school has received. 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