



## BMBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the use of the 'Bookwhen' online portal.**

### **Stage one: Who are we?**

We are Barnsley Metropolitan Borough Council (BMBC) Public Health and we are committed to protecting and improving the health and wellbeing of Barnsley residents by working collaboratively to support individual behaviour change to improve healthy life expectancy and reduce health inequalities. Our priority areas are set out in [BMBC's Public Health Strategy 2018- 2021](#).

BMBC Public Health are acting as the booking agent for staff antibody test appointments which will be carried out by South West Yorkshire Partnership NHS Foundation Trust (SWYPFT), with the results being processed and analysed by Barnsley & Rotherham Integrated Laboratory Service with support from BMBC.

### **Stage two: What type of information we will collect from you**

- Personal Information such as name, address, mobile telephone no, gender, registered GP practice, type of organisation you work for.

We will not collect any information from you that we do not need to provide and oversee this service to you.

## **Stage three: Why do we need your personal information**

We will use your information to:

- Enable us to provide an effective booking system and results' management service for staff antibody testing.

## **Stage four: How we will collect your personal information**

Personal information will be collected via the 'Bookwhen' online portal through a series of fields that 'you' (i.e. the member of staff) populate with your personal details.

## **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

Article 6(1)(a)- The data subject has given consent to the processing of his or her personal data for one or more specific purposes

Article 9 (2) (a) – Where the data subject has given specific consent to the processing of their personal data

## **Stage six: Why we may need to share your information**

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

## **Stage seven: Who we may share your information with**

BMBC Public Health works closely with other partner organisations. There may be times when we need to share your information so that we can all work together for your benefit and to make sure you receive the help you need. Where there is a need identified, your information will be shared with:

- Barnsley & Rotherham Integrated Laboratory Service
- Barnsley Hospital National Federation Trust
- SWYPFT
- RightCare Barnsley
- NHS Barnsley Clinical Commissioning Group
- Barnsley Healthcare Federation

Personal information may be shared with partners to ensure the delivery of an effective and timely results' management service in respect of staff antibody testing and to inform local data and intelligence related to COVID 19 testing. Anyone who receives information from us is also under a legal duty to keep your information secure and confidential.

### **Stage eight: How long will your information be kept?**

Your information will be kept according to the dates specified within our retention schedule. For more information on our retention schedule please visit [our privacy promise](#).

### **Stage nine: What will happen if you fail to provide personal information?**

The provision of personal information is voluntary; however, if you do not provide the information identified in the mandatory fields you will be unable to proceed with booking an appointment as this information is required to ensure the provision of an effective booking system for staff antibody testing and to ensure that test results can be communicated in a timely manner.

### **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk) .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)