

Healthier Futures Award Barnsley

privacy and information security statement

The evidence that you submit to Barnsley Council for assessment will be used to assess whether your setting meets the criteria in order to be awarded the Healthier Futures Barnsley accreditation. The data is also used specifically to help us give you the support you need through our Public Health Team.

Before you upload your evidence, you must ensure you remove any information that identifies pupils, families or any other people unless the school has gained their consent for submission to the Healthier Futures Barnsley Award. This means that you should, for example, not include identifiable photographs unless consent has been gained, by explaining to individuals what their information is being used for and that the school will remove names, personal information and any discussions about individual children or families before submitting documents. These may include meeting minutes, testimonials, images or video clips (unless consent for this purpose has been obtained and recorded by the school).

Your portal password is unique to your organisation and must not be shared with any other organisation. Please inform us of any incident or breach relating to the use of the portal.

Some data may be used to evaluate Healthier Futures Barnsley with a partner organisation. We may also share data with the wider Barnsley Council Public Health team to help them understand local needs. Any personal data will be removed before this is done.

We will inform you if we share the data for any other purpose and with any other person.

Please tick to confirm that you have understood the information above.

School or organisation name:

Signature.....

How will the data be stored?

The data that you submit will be stored securely by Create Development and internally within Barnsley Council.

How long will the data be stored?

For the first year of the project all information that is submitted will be held by Barnsley Council in line with Retention Guidelines for Local Authorities, which has been produced by

the Records Management Society. The data will be held by BMBC for 5 years after submission and will then be destroyed.

Do I have a right to withdraw the data?

Yes, you may withdraw your data at any time. This must be done, in writing to -

Helen Goddard – Public Health Officer

Floor 2, 1 Westgate, Western St, Barnsley S70 2DR

Email: PublicHealthCYP@barnsley.gov.uk

Complaints

The Data Controller is Barnsley Council and the data is processed under Section 12 of the Health and Social Care Act 2012 which relates to Duties as to improvement of public health.

If you have any complaint or compliment please refer to our website:

<https://www.barnsley.gov.uk/>

You also have a right to lodge a complaint with the Information Commissioner's Office:

www.ico.org.uk