

Privacy Notice – Healthy Start vitamins

(How we use and protect your personal information)

Your Privacy information

Please read this Privacy Notice for Healthy Start vitamins together with the Council's general privacy information which can be found at: [South Gloucestershire Council Data Protection Policy and Privacy Notice](#)

Who we are

Healthy Start vitamins are provided by South Gloucestershire Council's Public Health and Wellbeing Division.

South Gloucestershire Council (who is the data controller) is responsible for deciding how your information is used and ensuring it is private and secure.

The information we collect

Personal information about you will be collected directly from you.

The information we hold about you will include:

- Name
- Address
- Post code
- Contact details

We will also hold more sensitive data about you (which the data protection law refers to as 'special category' data) including:

- Your ethnicity
- Your disability/impairment (if applicable)

We have established the lawfulness of processing condition of explicit consent.

How we will use your information

We aim to make Healthy Start vitamins easily available and ensure that any new arrangements help and encourage increased take-up by women and children supported by the Healthy Start scheme. We'll use your information to monitor local Healthy Start vitamin take-up. We want to be able to make sure that everyone who is entitled to Healthy Start vitamins can get them.

All the information you give us will be used confidentially. Personal identifiable information (data) will be anonymized in any service reports.

We use your information (data) to:

- report on issues relating to the take up of Healthy Start vitamins
- assess the quality of our services

The steps we'll take to make sure it stays private and secure

We take great care to look after your data in terms of how we collect, store and handle your information as explained above.

We will review and update how we manage your information in response to changes in law and regularly review our processes.

How long we'll keep your information

We will keep your information for 6 years which is the length of time legislation (the law) tells us we must keep it and then it will be deleted from our records.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

Contact us

If you would like to request access to the information we hold about you, or have any concerns about how we use your information, please email us at healthylifestyles@southglos.gov.uk

Further advice

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk