# Privacy Notice Template

Published [25/04/2022]

### Summary of Initiative/Policy

In January 2022, e-Bug (operated by UKHSA) posted our teaching resources to all maintained schools and academies across England. We are now posting an evaluation survey to gain information and feedback from schools on five key areas:

Part One: Engagement with Resources; Part Two: Resources Feedback; Part Three: Engagement with Topics; Part Four: Training and Communication Preferences; Part Five: Characteristics of respondents

### Data Controller

### What personal data we collect

We will ask respondents from schools to provide the following personal data:

Role

Name of School (workplace)

Name of Local Authority

Gender

Email address to sign up to the e-Bug newsletter. This will be accompanied with the following statement:

We will send you a quarterly newsletter with information on new resources, training, and opportunities for your school to be involved in communications and research initiatives. On occasion, we may contact you to alert you to a specific event related to the e-Bug materials.

You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by emailing e-Bug@phe.gov.uk

We will treat your information with respect and not share it with any third party. For more information about our privacy policy [click here](https://www.e-bug.eu/page.php?name=legal). By subscribing to our newsletter, you agree that we may process your information in accordance with these terms.

### How we use your data (purposes)

This data will be collected through the survey provided in hard copy and online.

The purpose behind collecting this information is to identify the characteristics of respondents to understand the sample of those providing feedback, including the role and gender. Additional information such as the name of the school (workplace) and local authority is requested to enable the e-Bug UKHSA team to follow up with geographies with limited participation and ensure their feedback has been captured. We will also use the information on local authorities to analyse engagement across regions and share this analysis with local authority teams.

The purpose behind collecting the email address is to sign respondents up to the newsletter, if they wish to. This information will be optional and will be hold solely for the purposes of future communication and not for research purposes.

### Legal basis for processing personal data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

* **(a) Your consent**

 **(e) Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller**

### Data Processors and other recipients of personal data

To assist in the roll out of e-Bug resources and training across other countries, we may share the raw data from the evaluation with our e-Bug partners within the EEA. We would not share any personal data and would remove this prior to sharing.

Analysis from the evaluation may be shared with all e-Bug partners, but this would not include any identifying information.

### International data transfers and storage location(s)

Hard copies of personal information will be kept in a locked cabinet in UKHSA office. Electronic information will be stored on password protected documents on UKHSA servers.

When sharing information with our international partners, this will be done through a secure sharing system such as Egress. The dataset we share will be anonymised, i.e., will not include email addresses or details on their local authority.

### Retention and disposal policy

Hard copies of data will be kept only long enough for information to be digitised but will not exceed 6 months. This will be shredded and disposed of in designated bins for sensitive information. Electronic information will be kept for 10 years and then deleted. Where individuals have provided email addresses and requested to be included in our newsletter, email addresses will be stored on our mailing list, with the option to unsubscribe from receiving this communication on each communication. Should an individual opt to unsubscribe, their email address will be deleted from our records.

### How we keep your data secure

All data will be stored in accordance with GDPR regulations. Electronic information will be kept in password protected files on secure servers, with only those conducting the research able to access this. Hard copies of data will be kept in a secure cabinet and destroyed in a secure manner once digitised.

### Your rights as a data subject

By law, data subjects have a number of rights, and this processing does not take away or reduce these rights under the EU General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

These rights are:

1. The right to get copies of information – individuals have the right to ask for a copy of any information about them that is used.

2. The right to get information corrected – individuals have the right to ask for any information held about them that they think is inaccurate, to be corrected.

3. The right to limit how the information is used – individuals have the right to ask for any of the information held about them to be restricted, for example, if they think inaccurate information is being used.

4. The right to object to the information being used – individuals can ask for any information held about them to not be used. However, this is not an absolute right, and continued use of the information may be necessary, with individuals being advised if this is the case.

5. The right to get information deleted – this is not an absolute right, and continued use of the information may be necessary, with individuals being advised if this is the case.

#### Comments or complaints

Anyone unhappy or wishing to complain about how personal data is used as part of this programme, should contact data\_protection@dhsc.gov.uk in the first instance or write to:

Data Protection Officer

1st Floor North

39 Victoria Street

London

SW1H 0EU

Anyone who is still not satisfied can complain to the Information Commissioners Office. Their website address is [www.ico.org.uk](http://www.ico.org.uk) and their postal address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

#### Automated decision making or profiling

No decision will be made about individuals solely based on automated decision making (where a decision is taken about them using an electronic system without human involvement) which has a significant impact on them.

#### Changes to this policy

This privacy notice is kept under regular review, and new versions will be available on our privacy notice page on our website. This privacy notice was last updated on 18th March 2022.

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