



Nottingham and Nottinghamshire Five Year Old Dental Census Survey Privacy Notice

Introduction

This privacy notice explains how the Council will use your data as part of delivering the Nottingham and Nottinghamshire Five Year Old Dental Census Survey. This is a Public Health commissioned survey which is contracted out to a third party provider. In order to support delivery of the Five-Year-Old Dental Census Survey.

Nottinghamshire County Council will supply the provider with school and class list data. The school list will include the names of eligible primary schools in the county, their headteachers and contact emails for those schools. The class lists will include the name and date of birth (DOB) of children in those schools, who may be eligible to take part in the Census Survey.

The school will obtain consent from parents/carers for eligible children to participate. The survey will consist of a dental examination, which will capture data regarding severity and prevalence of tooth decay amongst five year old children in Nottinghamshire.

Who will be using your data?

Nottinghamshire County Council is the data controller for data you provide to us. We may also contract third party organisations to process your data on our behalf.

What personal data do we use?

Public Health services are commissioned, not delivered directly by the Council. Each commissioned provider will require different data in order to provide each service. The personal data used for the Nottingham and Nottinghamshire Five Year Old Oral Dental Census is likely to be:

- Name
- Date of birth
- Postcode
- The school which the child attends
- Multiple birth status
- Contact details including professional email address for school staff

The commissioned service provider has its own privacy notice explaining how the data may be used, including explanation of when and in what circumstances data may be shared with the Council as commissioner of the service or other relevant third parties. Information regarding data sharing responsibilities as part of delivering the survey is also set out in the latest National Dental Epidemiology Programme (NDEP) protocol.

The Council will not receive identifiable information from the provider about the dental health of children who participate in the Census Survey. The commissioned provider will be responsible for securely sending the data collected through the Census Survey to the local Dental Epidemiology Coordinator. This will include the personal information of each child that has participated, together with the results of the dental examination.

Dental Epidemiology Coordinators are then responsible for securely sending the survey data and documentation to the Office for Health Improvement and Disparities (OHID) who will analyse the data collected and publish depersonalised results of the survey in a national report on children's dental health. Any data the council receives from the census survey will be anonymised.

What types of special category personal data do we need from you?

The commissioned provider will require:

- Information about your dental health (to be collected through the Census Survey)
- Ethnicity (to be provided by the relevant primary school)

This data will be shared/captured in line with the latest National Dental Epidemiology Program (NDEP) survey protocol, which sets out the lawful basis for schools to share this information with the provider.

Why do we use your data?

The council and the commissioned service provider will use your data to conduct a specific Dental Census Survey to inform a national report on children's dental health.

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to enable the council to meet our obligations under a task in the public interest in line with the following legislation: Section 12 "Duties as to improvement of public health" Health and Social Care Act 2012.

Our legal basis for processing special category personal data is substantial public interest based on the above legislation.

Participation in the survey will be with the consent of the parent/carer and obtaining this consent will be managed by the participating schools.

Who may we share your data with or receive it from?

- Local Dental Epidemiology Coordinator
- Office for Health Improvement and Disparities
- Schools
- Commissioned providers who conduct the survey census

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

The Council and the school need to supply the provider with the personal data outlined, to enable them to identify children that will be eligible to participate and to enable effective analysis of census survey results. The Five Year Old Dental Census Survey will not include children for whom parental consent to participate is not received.

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsccl.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford

Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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