






Healthy Cornwall



## Healthy Cornwall Privacy Notice in Easy Read

	<p>This Privacy Notice tells you about:</p> <ul style="list-style-type: none"><li>• The information we collect about you when we support you.</li><li>• How we use that information.</li><li>• Who we may share your information with.</li></ul>
	<p><b>What we do</b></p> <p>Healthy Cornwall is part of the Cornwall Council Wellbeing and Public Health Service.</p>
	<p>We support the people of Cornwall to be healthy.</p>



To make sure that we support you well we need to collect your personal information.



### What information we will collect about you



- Your name and / or previous names.



- Date of birth.



- If you are pregnant or have given birth in the last 26 weeks.



- The name of your GP surgery.






- Your address, email and phone numbers.



- Your preferred spoken, written and reading language.



- Your ethnicity, religion and if you have any disability.

	<p>We may also need to collect other information about you.</p>
	<p>This will differ between each service:</p>
	<p><b>For Stopping Smoking</b></p> <ul style="list-style-type: none"> <li>• Your Carbon Monoxide levels. This is a poisonous gas made from smoking cigrattes.</li> <li>• Carbon Monoxide levels in your home. From things like your gas boiler or wood burner. This information is only needed if you are pregnant.</li> <li>• If you have a mental health condition.</li> <li>• If anyone in your household smokes.</li> <li>• If you are breastfeeding at the moment.</li> </ul>



- If you are in hospital, the date you are expected to leave hospital. This will tell us when we can call you at home.



- Your gender.



- If you have a job.



- Emergency contact details.



- NHS number.





- Allergies.



- Your medicine.



- Medical history.

	<ul style="list-style-type: none"> <li>• If you get free prescriptions. This means that your medicine is free.</li> <li>• Smoking history.</li> </ul>
	<p><b>For Healthy Pregnancy</b></p> <ul style="list-style-type: none"> <li>• The name of your Midwife or Health Visitor and their contact details.</li> <li>• Your expected date of delivery.</li> <li>• Your hospital number or your NHS number.</li> <li>• Any health conditions or medical history.</li> <li>• Difficulties during pregnancy.</li> </ul>



- Details of past pregnancies (if you have been pregnant before).
- Your medicine.
- Allergies.
- Your height/weight/Body Mass Index.
- Smoking or e-cigarette history.
- Your Carbon Monoxide levels.
- Carbon Monoxide levels in your home.
- Partner's smoking status or if anyone in your household smokes.
- If you have a mental health condition.



- If you are breastfeeding at the moment.



- If you are in hospital, the date you are expected to leave hospital. This will tell us when we can call you at home.



- If you get free prescriptions. This means that your medicine is free.











- Emergency contact details (if having face to face support).





- If you have a job.



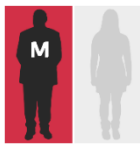
- Your gender.

   	<h3>For Healthy Schools</h3> <ul style="list-style-type: none"> <li>• School name and type.</li> <li>• Contact person in school.</li> <li>• Address and telephone number.</li> <li>• Email address.</li> </ul>
   	<h3>For Healthy Under 5's</h3> <ul style="list-style-type: none"> <li>• Childcare provider's name and type.</li> <li>• Address and telephone number.</li> <li>• Email address.</li> <li>• Website and social media.</li> </ul>

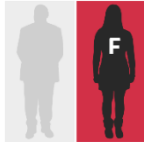


 	<ul style="list-style-type: none"> <li>• Number of children in setting.</li> <li>• Number of employees.</li> </ul>
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     	<p><b>For Healthy Workplace</b></p> <ul style="list-style-type: none"> <li>• Business/organisation name.</li> <li>• Type of business and its size.</li> <li>• Address and telephone number.</li> <li>• Website.</li> <li>• How many people it employs.</li> <li>• Proportion of males and female employees.</li> </ul>
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+ 40  
years old



+ 40  
years old

- Proportion of males over 40 years old.
- Proportion of females over 40 years old.

### For Sexual Health



- Gender.
- Sex.
- Sexual orientation.
- Email address.
- Address.



- Date of birth.



## For Learning Disabilities and / or Autism

- Sexual preferences (FRESH course).



- Sensitive behaviours (FRESH course).







- Height, weight, Body Mass Index.








- Health conditions.



- Type of disability.

	<p><b>For Public Health Skills Development</b></p> <ul style="list-style-type: none"> <li>• Job role.</li> <li>• Type of organisation.</li> </ul>
	<p><b>What the law says about looking after your personal information</b></p> <p>We only collect information that is needed.</p>
	<p>This is to help Healthy Cornwall to check that we can support you.</p>
	<p>Healthy Cornwall follows data protection laws.</p>

	<p><b>How information is kept safe:</b></p> <p>The information you have given us will be kept safe on a password protected database.</p>
	<p>Only Healthy Cornwall staff can use this database.</p>
	<p><b>How long we will hold your information for:</b></p> <p>Healthy Cornwall will keep the information you have given us for no longer than 3 years.</p>
	<p>If we share your information with others they may hold your information for different lengths of time.</p>
	<p>If we share your information with other Cornwall Council services, we will follow data protection policy.</p>



## Sharing of your information

We may share your information with:

- Your GP.
- If we are worried about the safety and welfare of yourself, a child or another adult.



## Your rights as a data subject:

Your personal information belongs to you and you have the right to:

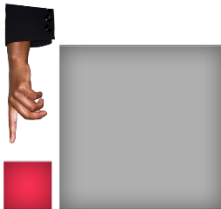
- Being told about what we do with it.
- Get a copy of what we hold about you.
- Have the information changed if it is wrong or incomplete.



- Have it deleted (where we do not have a legal duty to keep it).



- Take away your consent if you no longer wish us to look after your information.



- Limit what we can do with your information.









- Refuse your information to be used for research or to tell others about our work.






- Refuse us using it for legal reasons or for our business.










- Asks that a person checks an automated decision which has a bad effect upon you.

	<p><b>Can I find out what information you have about me?</b></p> <p>Yes the law allows this (General Data Protection Regulations).</p>
	<p>If you are a child under 13 years old, the adult who has parental responsibility for you will need to ask for this.</p>
	<p>You need to write to the Data Protection Officer. The details are at the end of this document.</p>
	<p><b>Opting Out</b></p> <p>You have the right to ask Healthy Cornwall to stop looking after your personal data.</p>
	<p>You need to ask us within 3 days.</p>
	<p>Usually we allow this, but if a crime has been committed or there is a safeguarding concern it may not be allowed.</p>



	<p>If you want to opt out you need to contact the Data Protection Officer. Details are below.</p>
	<p><b>How to contact the Data Protection Officer</b></p> <p>Data Protection 4th Floor North County Hall Treyew RD Truro TR1 3AY</p> <p><b>Tel:</b> 01872 326424</p> <p><b>Email:</b> <a href="mailto:dpo@cornwall.gov.uk">dpo@cornwall.gov.uk</a></p>
	<p><b>Information Commissioner's Office</b></p> <p>If you would like independent advice about the Data Protection Act contact:</p> <p><b>Website:</b> <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p><b>Tel:</b> 0303 1231113.</p>

 <p>Healthy Cornwall</p>  	<h2>About Healthy Cornwall</h2> <p>Healthy Cornwall is part of the Wellbeing and Public Health Service which is part of Cornwall Council.</p> <p>More information about how the Council looks after personal data can be found within the Council's main privacy notice at</p> <p><a href="https://www.cornwall.gov.uk/council-and-democracy/website-information-and-help/about-our-website/legal-information/privacy-policy/">https://www.cornwall.gov.uk/council-and-democracy/website-information-and-help/about-our-website/legal-information/privacy-policy/</a></p>
 	<p>More information can be found in our registration on the Information Commissioners website at:</p> <p><a href="http://ico.org.uk/ESDWebPages/Entry/Z1745294">http://ico.org.uk/ESDWebPages/Entry/Z1745294</a></p>
 	<p>If you need help in understanding this form or more information about our work, please contact Healthy Cornwall:</p> <p><b>Tel:</b> 01209 615 600</p> <p><b>Email:</b> <a href="mailto:healthy.cornwall@cornwall.gov.uk">healthy.cornwall@cornwall.gov.uk</a></p>

Easy read made by the CHAMPs Team,

Healthy Cornwall. 2020



Healthy  
Cornwall