

Privacy Notice: Covid-19 related data access for Combined Authorities

Introduction

The Tees Valley Combined Authority respects your privacy and is committed to protecting your personal data. Our full Privacy Policy can be reviewed here www.teesvalley-ca.gov.uk. This privacy notice should be read alongside our Privacy Policy, which contains further detail about how TVCA processes personal data and gives important information about your rights over your personal data and how to complain to the ICO if you have concerns about how we use your personal data.

This privacy notice sets out how the Tees Valley Combined Authority (data processor) will look after personal data received from Public Health England (data controller) as part of the national and regional response to the Covid-19 outbreak. It also sets out your privacy rights and how the law protects them.

Purpose of this Privacy Notice

This privacy policy sets out how the Tees Valley Combined Authority uses and protects any personal information received from Public Health England as part of the national and regional response to the Covid-19 outbreak.

Any personal information we receive and hold about you will only be processed in accordance with this notice and our general Privacy Policy.

What we collect

We may receive, store and use the following kinds of personal information relating to positive Covid-19 tests and cases recorded in the Tees Valley Combined Authority area from the June 1st 2020:

- Record ID (your name will not be included, the information is pseudonymised by reference to a unique identification number)
- Sex
- Age
- Postcode
- Ethnic Group
- Occupation
- Key worker status
- Test date
- Test location and type

How we obtain and use this personal information

The personal information we process is provided to us directly by Public Health England to allow us to analyse changes in the number of people within the Tees Valley testing positive for Covid-19. We need this information in order to evaluate whether there is any need to implement localised lockdowns and to take appropriate action with regards to public safety and economic impact if they are required.

Under the General Data Protection Regulation (GDPR) our lawful bases for processing this information are as follows:

- We need it to perform a public task; or
- Where public task does not apply, we have a legitimate interest in doing so and have carried out an appropriate legitimate interest assessment to ensure that your rights to privacy are balanced against our legitimate interests.

Disclosures

We will not sell or rent any personal information received from Public Health England as part of the national and regional response to the Covid-19 outbreak

We will only disclose personal information to other public bodies for the following purposes:

- To the extent that we are required to do so by law.
- In the interests of public health, safety and welfare.
- To protect the vital interests of you or another natural living person.

Security

We endeavour to use all appropriate technical and physical security measures to protect personal information which is transmitted, stored or otherwise processed from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access, whenever this is collected in connection with our services.

In particular, we implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including as appropriate:

- Pseudonymisation (such as where data is separated from direct identifiers so that linkage to an identity is not possible without additional information that is held separately) and encryption.
- Ensuring the ongoing confidentiality, integrity, availability and resilience of systems and services used to process your personal information.
- Ensuring the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident.
- Ensure a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational security measures.

If there is a breach of security involving personal information we shall, without undue delay, inform the data controller or (if we are the data controller) inform the ICO and data subjects where required to do so in accordance with applicable laws.

International transfers

We do not transfer any personal data outside the European Economic Area (EEA).

Privacy notice amendments

This privacy notice will be updated from time to time and the latest version will always be on our website.

This notice is effective from 22nd July 2020.

Your rights

Please refer to our main Privacy Policy for further details of your rights. In summary, under data protection law, you have the following rights:

- **Right of access** - the right to ask us for copies of your personal information.
- **Right to rectification** - the right to ask us to rectify personal information you think is inaccurate and complete information you think is incomplete.
- **Right to erasure** - the right to ask us to erase your personal information in certain circumstances.
- **Right to restriction of processing** - the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Right to object to processing** - the right to object to the processing of your personal information in certain circumstances.
- **Right to data portability** - the right to ask that we transfer your personal information to another organisation in certain circumstances.

You can instruct us to provide you with any personal information we hold about you by emailing your request to dpo@teesvalley-ca.gov.uk or in writing to the below address.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

We will retain your information for the period necessary for the purposes for which the data was collected or for which it is to be processed further, whichever is the longer.

Contact

We are a statutory body and you can write to us at our office:

Tees Valley Combined Authority
Cavendish House
Teesdale Business Park
Stockton-on-Tees
TS17 6QY

Website: www.teesvalley-ca.gov.uk

Email: info@teesvalley-ca.gov.uk

Data Protection Officer: DPO@teesvalley-ca.gov.uk

If you wish to complain about the use of your personal data, you can contact the Information Commissioner's Office at the below address:

ICO
Wycliffe House Water Lane Wilmslow
SK9 5AF
www.ico.org.uk

