

Privacy Notice (How we use your information)

Infection Prevention and Control Service

The categories of information that we collect, process, hold and share include:

- Personal information
- Name
- Age
- Date of Birth
- Address
- GP
- NHS number
- Characteristics (such as gender, ethnicity and disability)
- Social Circumstances
- Health/Public Health Information

How we receive the personal information:

We receive personal information indirectly from organisations relevant to you

Why we collect and hold this information:

We use this personal data in order to:

- provide you with an effective Infection Prevention and Control Service
- provide you with the support you need to manage infections
- enable us to manage cases, clusters & outbreaks of communicable disease & to undertake post infection reviews
- assess the quality of health and social care services
- assess health inequalities across service
- evaluate and improve health and social care performance
- derive statistics which inform decisions about future delivery of health and social care services
- enable Wirral Community Health and Care NHS Foundation Trust to meet its legislative duties
- prevent the spread of communicable diseases
- satisfy statutory requirements

Under the UK General Data Protection Regulation (GDPR) the legal bases we use for processing this information is:

GDPR Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority...'

GDPR Article 9(2)(j) '...necessary for reasons of public interest in the area of public health...or ensuring high standards of quality and safety of health care and of medicinal products or medical devices...'

Related legislation / guidance:

- The Health and Social Care Act 2008 Code of Practice on the Prevention and control of infections and related guidance (revised in 2015)
- Health Technical Memorandum (HTM) 01-05: Decontamination in primary care dental practices (DH 2013)
- Clostridium difficile; updated guidance on diagnosis and reporting. (DH 2012)
- The NHS Standard Contract 2021/22 Minimising Clostridioides difficile and Gram-negative Bloodstream Infections
- The National standards of healthcare cleanliness 2021
- National specifications for cleanliness in residential care/nursing homes (NPSA 2010)
- NICE guideline NG15 Antimicrobial stewardship: systems and processes for effective antimicrobial medicine use (2015)
- NICE quality standard QS61 Infection prevention and control (2014)
- National specifications for cleanliness in primary medical and dental practices (NPSA 2010)
- NICE guideline CG139 Healthcare-associated infection: prevention and control of healthcare associated infections in primary and community care (2012; updated 2017)
- All current and any new DHSC guidance and technical memoranda related to the work programme.
- All UKHSA protocols, guidance and policy related to the work programme
- Other national, regional and local guidance and standards

Websites

- <https://www.gov.uk/government/organisations/uk-health-security-agency>
- <http://www.ips.uk.net/>
- <http://www.dh.gov.uk>
- <http://www.clean-safe-care.nhs.uk>
- <http://www.apic.org/AM/Template.cfm?Section=Practice>
- <http://www.pasa.nhs.uk/PASAweb>
- <http://www.npsa.nhs.uk/>

Storing this information:

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it in line with record retention guidance in order to comply with statutory requirements after which it will be securely destroyed.

Who we share this information with:

We will share the information about you necessary for reasons of public interest in the areas of public health.

- Other services within Wirral Community Health and Care NHS Foundation Trust relevant to you.

Why we share this information:

We share information with our partners on a statutory basis. This is in order to:

- enable other services to deliver correct and effective treatment
- appropriately manage infections & infectious disease
- prevent & control the spread of communicable disease
- identify any lapses in care and promote learning

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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.

Please contact us via email wcnt.vchgeneraloffice@nhs.net or telephone 0151 6047592 if you wish to make a request.

Further information:

If you would like further information about how we manage your data, please see the privacy notice for Wirral Community Health and Care NHS Foundation Trust at <https://www.wchc.nhs.uk/help/privacy/>

If you would like further information about this privacy notice, please contact the Infection Prevention Control Team on ipc.wirralct@nhs.net or call 0151 604 7750

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at wcnt.dpo@nhs.net.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Wirral Community Health and Care NHS Foundation Trust
Patient Experience Service
St Catherine's Health Centre
Derby Road
Birkenhead
Wirral
CH42 0LQ

Tel: 0800 694 5530 (Monday – Friday, 9.00am – 5.00pm)

Email: wcnt.yourexperience@nhs.net

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>