

PHC Internal Privacy Notice

Keeping your information safe

The Public Health Collaboration (PHC) is a registered UK charity (No 1171887) dedicated to improving public health. Protection of your privacy is very important to us, and this Privacy Notice explains how we use personal data we collect about our employees, ambassadors, volunteers, health coaches and anyone else to whom we provide a copy of or link to this Privacy Notice.

Where we use the term “personal data” in this Privacy Notice, we mean any information that relates to you, including your name and e-mail address.

This notice sets out:

- What personal data we hold and why we process it
- The legal grounds which allow us to process your personal data
- Where the data comes from, who gets to see it and how long we keep it
- How to access your personal data and other rights that you have
- How to contact us

PHC is registered with the Information Commissioner’s Office, number 00019429641. If you have any queries about your data or this policy, you can contact our Data Protection Officer using the details given below.

The rest of this document is divided up into different sections depending on your relationship with PHC. Please refer to the section(s) relevant to you.

Role	Personal data we hold about you	Why do we need this personal data and what is our lawful basis for processing it?	How long we keep it for
PHC Ambassador	Full Name Email Phone number Town Some meetings may be recorded - your face, voice, name or email address may be visible or audible.	(1) We need these details to be able to share information with you, to add you to our distribution list and allocate ambassadors to sessions organised in their local area. (2) We use your home town to indicate your location on the Ambassador map on the website. (3) We record meetings to allow people who can’t attend, to watch	We will store your data for the duration in which you are an Ambassador and for 6 years thereafter.

		<p>the session back in their own time.</p> <p><u>Lawful basis:</u> (1) It is necessary for us to perform a legitimate interest. The legitimate interest is communicating with our ambassadors and in order to operate the charity. (2) We will obtain your consent prior to putting your home town on the ambassador map on the website. (3) If you choose to attend the meetings and have your video on and/or make oral contributions, we deem this to be an unambiguous indication that you are giving your consent for your image and voice to be recorded and used in this way.</p>	
PHC Associate	Full Name Email Phone number	(1) We need these details to be able to share information with you, to add you to our distribution list <u>Lawful basis:</u> (1) It is necessary for us to perform a legitimate interest. The legitimate interest is communicating with associates and in order to operate the charity.	We will store your data for the duration in which you are an Associate and for 6 years thereafter.
PHC Ambassadors wishing to shadow a TLC course	Name Email Phone Number Address	We need these details to assess your suitability, send you a TLC handbook and to	We will store your data for the duration in which you are an

	<p>Any other information you provide as part of registering your interest to shadow a course.</p> <p>Feedback from TLC health coach on your shadowing placement</p>	<p>contact you about shadowing and training opportunities. We use feedback from the shadowing placement to help us short list candidates for health coach training.</p> <p><u>Lawful basis:</u> It is necessary for us to perform a legitimate interest. The legitimate interest is screening suitable people for the health coach role.</p>	<p>Ambassador and for 6 years thereafter.</p>
<p>PHC Ambassadors applying for role of TLC health coach</p>	<p>Name Email Phone Number Address Any other information you provide as part of your application to become a TLC Health Coach such as CV, experience, references and general correspondence</p>	<p>We need these details to assess your suitability for the role of TLC health coach.</p> <p><u>Lawful basis:</u> It is necessary for us to perform a legitimate interest. The legitimate interest is recruiting suitable people for the Health Coach role.</p>	<p>If you are unsuccessful, we will store your data for 12 months following your application. Otherwise, we will retain your data for the duration in which you are a TLC Health Coach and thereafter as set out below.</p>
<p>TLC Health Coaches</p>	<p>Full Name Address Email address Phone Date of birth Nationality Gender Recruitment information Copy of identification documents such as passport, driving licence, visa or work permit. Bank account details Continuous Personal Development evidence such as training and annual appraisal.</p>	<p>1) We need these details to be able to share information with you electronically and by post. 2) We use your personal identification document to confirm your identity and that you have the right to work in the UK. 3) We need your bank details to pay you. 4) We will hold information from your application and ongoing CPD to assess your suitability to work as a health coach.</p>	<p>We will store your data until 6 years after the end of your contract with PHC.</p>

	<p>Certificates or results of relevant qualifications such as data protection and safeguarding certificates, PCI accreditation modules.</p>	<p>(5) We require you to provide evidence of having completed various assessments to comply with requirements of the NHS.</p> <p><u>Lawful basis:</u> (1) It is necessary for us to perform a legitimate interest. The legitimate interest is communicating with you in order to operate The Lifestyle Club.</p>	
Employees	<p>Full Name Address Email address Phone Date of birth Nationality Gender Recruitment information such as CV, employment history, references and general correspondence. Copy of identification documents such as passport, driving licence, visa or work permit. Bank account details HMRC records. Continuous Personal Development evidence such as training and annual appraisal. Certificates or results of relevant qualifications.</p>	<p>1) We need these details to be able to share information with you electronically and by post. (2) We use your personal identification document to confirm your identity and that you have the right to work in the UK. (3) We need your bank and HMRC details to pay you your salary and pension. (4) We will hold information from your application and ongoing CPD to assess your suitability for the role. (5) We may require you to provide evidence of your qualifications.</p> <p><u>Lawful basis:</u> (1) It is necessary for us to perform a legitimate interest. The legitimate interest is communicating with</p>	<p>We will store your data until 6 years after you have ended your employment with PHC.</p> <p>We carryout pre-employment checks to comply with legal requirements and to perform a contract.</p> <p>We also collect gender and ethnicity for diversity monitoring purposes.</p>

		you during your employment by PHC.	
Trustees	Names Contact details	We keep this information because we are required to as part of our operation of the charity. <u>Lawful basis:</u> It necessary for us to comply with a legal obligation.	We will store your data until 6 years after you have ended your appointment with PHC.
<p>No personal data are collected beyond the minimum necessary, and your data will be securely destroyed once there is no longer any need to keep it or you request for it to be removed.</p> <p>Our services do not involve any automated decision making, for instance “profiling”</p> <p>How is your data stored? Your data is held within the UK and/or EU and it not transferred to any other country except for certain service providers (e.g. Zoom, Wordpress and YouTube) that may store your data in the US. Where this is the case, we ensure appropriate safeguards are in place.</p> <p>Sharing information with other organisations Your data may be shared amongst other PHC employees and volunteers on a need to know basis. We will also share it with third parties who provide services to us but they will only process your data in accordance with this Privacy Notice.</p> <p>Other than as described above, your personal data will not be shared with anyone else outside the charity without your express permission (where we are legally required to obtain this).</p>			

Other reasons we may process your personal data

We may also need to process your personal data to respond to legal requests for information from third parties, including law enforcement; or in order to comply with a legal obligation; or to establish, exercise or defend a legal claim.

Your data rights

Under UK data protection law, you are entitled to the following rights: the right to access the personal data we hold about you and the right to request us to rectify personal data we hold about you. In some cases, you also have the right to request we erase your personal data; the right to restrict our processing of your personal data; the right to object to our processing of your personal data; the right to request us to transfer your personal data to a third party; the right to withdraw consent (where we rely on your consent to process your personal data); and the right not to be subject to a decision based solely on

automated processing, including profiling. If you wish to exercise any of these rights, please contact us using the details set out below.

Contact us

Public Health Collaboration Data Protection Officer
Address: Public Health Collaboration, c/o Reed Smith, 1 Blossom Yard, London E1 6RS
EC2A 2RS
Email: sam.feltham@phcuk.org

How to complain

If you have any concerns or grievances regarding our data handling practices, we politely request that you raise these with us first using the details above. However, you do have the right to make a complaint to the ICO at the following 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>

Effective date from October 2022