



Department  
of Health &  
Social Care

# Privacy Notice - Minding the Gap Programme

Published [11 August 2023]

## **Summary of Initiative/Policy**

Minding the Gap is a Yorkshire and Humber programme focussed on sharing best practice and bringing together people, including elected members within the region, working on reducing health inequalities.

## **Data Controller**

Department of Health and Social Care

## **What personal data we collect**

Minding the Gap will collect your name, email address and job title.

## **How we use your data (purposes)**

We will be in touch via email to gain agreement to retain your name, email address and job title as part of the Minding the Gap distribution list. This includes with individuals on the existing Yorkshire and Humber Health and Wellbeing Update distribution list. There will also be the option to sign up to the newsletter via a Microsoft Office Form link on the Yorkshire and the Humber Public Health Network website on the Minding the Gap section.

We will also collect information from those who voluntarily provide their information through emailing the Minding the Gap email contact information found on the newsletter, including completion of the Microsoft Office Form link.

Minding the Gap would like to collect this information to correctly identify you as an individual (name), to share the monthly newsletter (email) and to support us to monitor who receives this newsletter (job title), and the types of roles people who read it do.

We will collect your information to share the monthly Minding the Gap newsletter and to share any upcoming information on events and updates about the programme.

## **Legal basis for processing personal data**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent

## **Data Processors and other recipients of personal data**

Your information will not be shared with any third party and will only be collected and used by the Minding the Gap programme for the purposes outlined in this privacy notice.

## **International data transfers and storage location(s)**

Your information (name, email address and job title) will be processed and stored in Microsoft Outlook. Access to the Microsoft Outlook account will be limited to designated individuals.

## **Retention and disposal policy**

Your information will be retained for the duration of the Minding the Gap programme which is ongoing and information reviews will be conducted every two years.

In the instance the programme no longer continues or if you decide you would no longer like to receive the newsletter and be part of our distribution list, your details will be removed and deleted from the mailing list.

## **How we keep your data secure**

DHSC uses appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited and reviewed at a senior level.

## **Your rights as a data subject**

By law, data subjects have a number of rights and this processing does not take away or reduce these rights under the EU General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

These rights are:

1. The right to get copies of information – individuals have the right to ask for a copy of any information about them that is used.
2. The right to get information corrected – individuals have the right to ask for any information held about them that they think is inaccurate, to be corrected
3. The right to limit how the information is used – individuals have the right to ask for any of the information held about them to be restricted, for example, if they think inaccurate information is being used.

4. The right to object to the information being used – individuals can ask for any information held about them to not be used. However, this is not an absolute right, and continued use of the information may be necessary, with individuals being advised if this is the case.
5. The right to get information deleted – this is not an absolute right, and continued use of the information may be necessary, with individuals being advised if this is the case.

### **Comments or complaints**

Anyone unhappy or wishing to complain about how personal data is used as part of this programme, should contact [data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk) in the first instance or write to:

Data Protection Officer  
1st Floor North  
39 Victoria Street  
London  
SW1H 0EU

Anyone who is still not satisfied can complain to the Information Commissioners Office. Their website address is [www.ico.org.uk](http://www.ico.org.uk) and their postal address is:

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

### **Automated decision making or profiling**

No decision will be made about individuals solely based on automated decision making (where a decision is taken about them using an electronic system without human involvement) which has a significant impact on them.

### **Changes to this policy**

This privacy notice is kept under regular review, and new versions will be available on our privacy notice page on our website. This privacy notice was last updated on 2nd May 2023.

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