

# Privacy Notice: Vaccination Pop Up Clinics

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to manage a booking process for the vaccine clinics set up to help respond to the pandemic.

Date of Issue: 25<sup>th</sup> August 2021

Update History:

Version 1	First issue of a new Privacy Notice
Version 1.1 13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Resources  
Service: Strategy & Governance  
Team: Human Resources

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: Z6825178  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:  
[www.westberks.gov.uk/dpofficer](http://www.westberks.gov.uk/dpofficer)

## Introduction:

This privacy notice explains how the Council uses your data for purposes related to Vaccination Pop-Up Clinics as part of the national response to COVID-19 (Coronavirus). The notice also provides information about your data protection rights.

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. Vaccinations protect people from serious illness and help us all return to a more normal life by helping to stop the spread of the virus.

## **What data will we collect about you?**

When you fill in our online booking form, or alternatively telephone us to arrange a booking we will collect the following data:

- Your full name
- Your email address
- Contact number

## **What will we use your data for?**

We will use your data to:

- Identify you
- Process and confirm your booking
- Contact you regarding your booking should it need to be amended or cancelled  Book you in on arrival at the vaccination pop up clinic.

The Council will also use your personal data to:

- Monitor the vaccination uptake in our communities
- Plan and shape our services and actions and their delivery in relation to coronavirus.
- Inform the Government's and West Berkshire District Council's coronavirus (COVID-19) recovery strategy.
- Support research into COVID-19, including analysis and modelling of the progress and development of the virus locally;
- Where possible the Council will aggregate or de-identify your data when it used for purposes that do not require you to be identifiable as an individual.

## **Who will see your data?**

- The Local Authority Consultant in Public Health and their Deputy
- The Local Authority Vaccination Programme Managers
- The Local Authority Digital Services Manager
- Oxford Health

Your data will be seen by the Vaccination project team within West Berkshire Council and details will be shared with Oxford Health, a third party who are delivering the vaccinations. Your details will be stored securely in a system called Booking Lab.

No data collected as part of the registration at the vaccination clinic will be shared with the Council or Oxford Health other than as aggregate anonymised data to inform site usage and capacity.

## **Your legal basis for Processing/Your right to refuse**

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The Council's processing of personal data for the purposes described above is on the lawful basis of public task in Article 6(1) (e) in the General Data Protection Regulation (GDPR): processing is "necessary for the performance of a task carried out in the public interest or in the exercise of official authority".

The Council's processing of health information and other special category data for those purposes is based on the condition in Article 9(2)(i) of GDPR: processing is "necessary for reasons of public interest in the area of public health", as supplemented by Schedule 1 Part 1 (3) of the Data Protection Act 2018.

### **Other lawful bases such as legal obligation may also apply in some situations.**

Directions from the Secretary of State under Regulation 3 (4) in the Health Service (Control of Patient Information) Regulations 2002 create an exception to the common law duty of confidentiality that would otherwise restrict sharing of confidential patient information for purposes unrelated to direct care.

As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. There's more on your rights below (see "Your Rights").

### **How long your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

We will only keep your personal data for as long as is necessary for the purposes for which we are processing it, unless we are under a legal obligation or have another legitimate reason for keeping it longer.

It is not possible at this stage to estimate the duration of the pandemic or how long the Council may need to keep your data. We will take account of guidance from the Government to ensure a co-ordinated approach with other organisations.

We anticipate the Council will not need to retain data collected for the purposes of backward contact tracing beyond the period necessary for local involvement in response to COVID19.

Personal data held by the Council will be securely deleted or destroyed once we no longer have a legitimate reason to keep it.

### **How is your data stored and processed?**

Your data will be held on the Council's electronic database (Booking Lab) designed for staff use only and will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

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You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

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