Using residents’ information to improve health
All local authorities have a duty to protect and improve the health of the population they serve. To help us achieve this, we use different levels of data and information, including Personal Identifiable Data\(^1\) collected at the registration of a birth or death, to understand more about the health and care needs of Salford residents, and to commission appropriate services that would help address those needs.

Legal Basis for data usage
The Public Health team within Salford City Council has a legal basis for accessing and processing data to help carry out all necessary activities that would best benefit the health and well being of the local people. The use of such sensitive data is strictly restricted in order to comply with the principles of the Data Protection Act 1998. The legal basis is section 42(4) of the Statistics and Registration Service Act (2007) as amended by section 287 of the Health and Social Care Act (2012) and regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.

What data do we collect or access?
For public health purposes, Salford City Council Public Health collects or accesses the following about its residents:
- Births data
- Deaths data
- Hospital admissions data

Identifiers used when we process the data:
When we process birth data, we use identifiers such as:
- Full address of usual residence of mother
- Place of birth text
- Postcode of place of birth of child
- NHS number of child
- Date of Birth of child

When we process death data, we use identifiers such as:
- Full address of usual residence of the deceased
- Postcode of place of death
- NHS number
- Date of death

\(^1\) Personal Identifiable Data is any data (e.g. person’s name, address and date of birth) that relate to an individual who can be identified from those data, or from those data and other information that is in the possession of, or likely to come in the possession of the data controller.
We do not use any identifier when we process hospital admission data. Pseudonyms are used instead. A pseudonym is a code that is used to replace a person’s identifying data in order to mask the person’s identity.

**How do we collect the data?**
We collect the data from a variety of sources including the Salford Clinical Commissioning Group, and NHS Digital, with the latter being the legal data controller. However, these data items are subject to a data sharing framework contract and data sharing agreements with NHS Digital, and to which Salford City Council is bound. The data sharing agreements are there to ensure that the information we receive about our residents are processed and dealt with in a way that preserves the principles of the agreements; that includes using the information solely for public health purposes and, preserving the data confidentiality.

**How do we keep information secure and who do we share it with?**
We are required to comply with the Data Protection Act to ensure information is managed securely and this is reviewed every year as part of our Information Governance Toolkit assessment.

The information we collect are held securely in access restricted folders within the City Council. These folders are only accessible to those members of staff who have signed the data sharing agreements. Furthermore, the data are kept in password-protected repositories in order to enhance their security within the City Council network.

Also, we only keep hold of residents' information for as long as is necessary. This will depend on what the specific information is and the agreed period of time. Data will be permanently disposed of after that period, in line with the terms of the data access agreement.

Salford City Council Public Health shares data with other partner organisations such as the NHS, local authorities, Salford Clinical Commissioning Group or other agencies working for public health purposes. However, we do that only in forms of aggregated statistical information in line with the terms of the data access agreements.


If you have any specific enquiries about how we use (or may use) your personal information, please contact our Data Protection Officer, Teresa Webb. She may be contacted by calling 0161 793 2407 or by email teresa.webb@salford.gov.uk.

**How to opt out**
You have the right to opt out of Salford City Council Public Health receiving or holding your personal identifiable information. There are occasions where service providers will have a legal duty to share information, for example for safeguarding or criminal issues. The process for opting out will depend on the specific data is and what programme it relates to. For further information, please contact the Public Health team by email: intelligence@salford.gov.uk