

Workforce Policy Directorate – Dental Services Workforce Review Focus Group Event – 18 September 2023 – Privacy Notice

Data Controller Name: Workforce Development Unit, Workforce Policy Directorate,
Department of Health

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BT4 3SQ

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Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the UK Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR). The Department of Health is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

1. Why are we processing your personal data and what is our lawful basis for processing?

We are processing your personal data to enable us to plan and deliver Dental Services Workforce Review Focus Groups as part of the Department's Dental Services Workforce Review. This is necessary for the performance of a task carried out by the Department, in line with our official authority and functions and in the public interest. The lawful condition for this processing is Article 6(1)(e) of the UK GDPR.

Where trade union membership may be inferred by your attendance as a trade union representative, that is classed as special category personal data. Also where you may identify as a service user, this data may infer special category data on the basis that you use Health and Social Care Services. This data will be processed as part of our public task of ensuring trade union and service user representation and input to these Dental Services Workforce Review Focus Groups, which is also in the public interest. The lawful condition for this processing is based on Article 9(2)(g) of the UK GDPR.

Where we collect information about any dietary or access needs you might have to enable you to attend these Dental Services Workforce Review Focus Groups, that is also classed as special category personal data. We will seek your consent for the lawful processing of this information, based on Article 9(2)(a) of the UK GDPR.

2. What types of personal data are we processing?

If you are attending a Dental Services Workforce Review Focus Group we will process the following personal details:

- name;
- position/role or the fact that you are a service user;
- organisation (if relevant);
- e-mail address;
- telephone number;
- postal address (only if you want us to communicate with you by post); and

- special requirements e.g. dietary or access needs, to attend the event (if any).

Some sensitive, special category personal data may be processed relating to trade union membership (where that might be inferred from your attendance as a trade union representative) and health (where that might be inferred from your status as a service user or any special requirements to attend the event).

3. Where do we get your personal data from?

You provide this data to us by registering to participate in these Dental Services Workforce Review Focus Groups.

4. Do we share your personal data with anyone else?

Where necessary, appropriate personal data may be shared as part of Departmental audits, but this will always be done in line with the DPA 2018 and the UK GDPR.

5. Do we transfer your personal data to other countries?

No.

6. How do you use my personal data to make decisions about me?

There is no automated decision making in relation to the processing of the personal data you provide.

7. How long will we keep your personal data?

The Department will ensure compliance with Article 5(d) and (e) of the UK GDPR, which requires that personal data is erased without delay when no longer required and stored for only as long as necessary for the purpose for which it was collected. Effective management of records from when they are created, how they are stored and used, through to their disposal or archive is in place. The destruction of records is determined by the Department's approved retention policy, [Good Management, Good Records \(GMGR\)](#).

Special category information, which is provided, or may be inferred, from the information you provide on dietary/access requirements will only be retained for a limited time to facilitate the arrangement of these focus groups. This information will then be deleted when no longer required to facilitate this event.

8. What rights do you have?

- You have the right to be informed about the [collection and use of your personal data](#).
- You have the right to [access and receive a copy of your personal data and other supplementary information](#).
- You have the right to [have your personal data rectified \(if it is inaccurate\) or completed \(if it is incomplete\)](#).
- You have the right to [have your personal data erased, in certain circumstances](#).
- You have the right to [restrict the processing of your personal data, in certain circumstances](#).
- You have the right to [personal data portability, in certain circumstances](#).
- You have the right to [object to the processing of your personal data, in certain circumstances](#).
- You have [rights in relation to automated individual decision making and profiling](#).

9. How do you complain if you are not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact this Department's Data Protection Officer at the address noted above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place
BELFAST
BT7 2JB

Tel: 0303 123 1114

E-mail: ni@ico.org.uk

<https://ico.org.uk/global/contact-us/>