

Food and Health Essentials Evaluation Survey

Privacy Statement

The Public Health Agency would like to find out about your views and experience of receiving training on the flip book resource and also use of the resource to support healthy conversations within your community. This will help inform the future design, content and delivery of the education programme to ultimately support communities in eating more healthily.

This privacy statement provides a broad description of the way the Public Health Agency processes your personal information with regards to the survey. If you have any questions on how your own personal information is processed, you may need to contact us directly.

Your contribution

Your participation is voluntary, and we greatly appreciate any feedback you give. Your feedback is important as it's the best way for us to understand your experience and views on training on and use of the resource.

Why this survey is needed?

This survey will allow us to inform service improvement in the delivery of nutrition education using 'train the trainer model'.

What information is collected and how your evaluation responses are used?

We only collect the information we need to. This will contain:

- survey responses
- your name, gender, age-group, postcode and organisation/community group.

Your personal information will be used to:

- link responses across the three surveys (pre, post and 3-month follow-up) based on your name
- analyse responses by demographic factors such as your gender and age
- analyse responses by geographic areas such as Trust, District Council, and Multiple Deprivation Measure area based on your postcode.

Access to your individual responses is restricted to authorised analysts within the PHA. The survey dataset will not be shared with any other organisations or individuals. Information collected for the survey will be treated confidentially and used in a way that does not identify you personally. The results of the analysis are anonymous and aggregated. No one will be able to identify you or your answers, and no one will know whether or not you participated in the survey.

Benefits

You may not receive a direct benefit from participating. We hope that what we find out in this survey will help to support service improvement, and support those delivering key healthy eating messages within their communities, so that those engaged in healthy conversations are better informed to make healthier food choices.

Risks

There are no risks involved in participating in this survey. You can choose not to answer a question or you may stop the survey at any time.

The lawful basis for processing your personal information

The law on protecting personal information, known as the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, allows us to use your personal information.

As a statutory organisation created under the Health and Social Care (Reform) Act (Northern-Ireland) 2009 <https://www.legislation.gov.uk/nia/2009/1/contents> the Public Health Agency is required to conduct certain activities as part of its health improvement/health protection function, for which the processing of this data is necessary (see Section 13, Sub-section (4)(b) of the Act).

We process both personal data and special categories of personal data, particularly data about your health, for this purpose. The sections of the UK GDPR and the Data Protection Act that apply are:

- UK GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest
- UK GDPR Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health
- Data Protection Act Schedule 1 Part 1 (3) – reasons of public interest in the area of public health

Do I need to give my consent?

The data is obtained on a lawful basis as outlined above and therefore you do not need to give consent. If you decide not to participate in the survey there is no need to proceed any further.

Do you share my personal data with anyone else?

This survey will be conducted via Microsoft 365 and they are obligated to protect your information and comply with the UK General Data Protection Regulation. The PHA Health Intelligence team do not have access to the names and contact details of individuals who are contacted in relation to the survey. People will be invited to take part in the survey via an email distributed via the Public Health Dietitians Group. You will be asked within the survey to give your full name but this is so the research team can link your responses across all 3 surveys. No one outside of the research team will know whether or not you took part in the survey. All data will be password protected and stored securely on PHA network drives accessible only to the research team.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

We will only retain your data for as long as necessary, in line with our Retention and Disposal Schedule and specific guidance issued by the Department of Health in Northern Ireland (Good Management, Good Records – available at <https://www.health-ni.gov.uk/articles/good-records-good-management-foreword>). This means that we will keep your personal data for a period of up to 2 years.

Your rights

Taking part in the survey is voluntary. Participating gives you the opportunity to provide feedback on your knowledge and experience. You don't have to answer every question if you don't want to. If you decide you do not want to take part in the survey there is no need to proceed any further.

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy information sheet, or with how your personal information is being processed, please contact the Data Protection Officer at the following address:-

Data Protection Officer:

Name: Stephen Murray

Address: Public Health Agency, 12-22 Linenhall Street, Belfast, BT2 8BS

Email: dpo.pha@hscni.net

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

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

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

<https://ico.org.uk/concerns/handling/>

How to contact us:

Please contact us if you have any concerns about our privacy information sheet or if you require more information about this work. Please contact:

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