

Privacy Notice

Mortality Records / Primary Care Mortality Database

This notice provides details of how City of Bradford Metropolitan District Council (CBMDC) collects and uses information about deaths. For more general information about how CBMDC uses your information, please refer to the general 'Privacy Notice' on CBMDC website. You can find this here: <https://www.bradford.gov.uk/privacy-notice/>

What is the source of information?

Personal information about deaths in the district of Bradford is supplied to local authorities by NHS Digital and contains data provided at the time of registration of death along with additional GP details, geographic information and - where applicable - coroner details. CBMDC has a Data Access Agreement with NHS Digital and data are supplied in accordance with 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.

Information held by CBMDC includes date of birth, date of death, place of death, address of deceased, causes of death, age, sex, GP and practice, occupation and place of birth. More information on this dataset can be found here: www.content.digital.nhs.uk/pcmdatabase.

Who uses this information?

Analysts and other information specialists working in the Public Health department of CBMDC. The information is not shared with other departments or organisations.

What does CBMDC do with this information?

This information is used for the purposes of statistical analysis, the monitoring of population health and demographic change in Bradford and District. This helps us to make decisions about how we will serve our population in future.

The information is used to identify patterns and trends in death rates, life expectancy and premature death, highlighting differences between geographic areas, age, sex and other characteristics. It is also used to identify differences between areas and inform the planning and targeting of health, care and public health services.

This information is used by CBMDC to develop publicly available reports, such as the Joint Strategic Needs Assessment, the Joint Health and Wellbeing Strategy and other in-depth pieces of work such as studies of Infant Mortality. We also use the information to give the NHS locally advice on how they can serve the population better.

We sometimes start new pieces of analysis, looking into the connections between different elements of the data. We might, for instance, begin to look at how the causes of death differ across the district as a whole. When this analysis is used for decision-making purposes, we will always make the analysis publicly available.

We do not use automated decision-making processes for this public health data.

What is 'person identifiable data'?

The term 'person identifiable data' relates to any data that could potentially identify a specific individual. The following fields in the Primary Care Mortality Dataset are classified as person identifiable: address, postcode of usual residence of the deceased / postcode of place of death, NHS number, date of birth, date of death, maiden name, name of certifier, name of coroner, and cause of death. These identifiable data are processed by CBMDC to support the analyses mentioned in the preceding section (What does CBMDC do with this information?).

For other purposes, analysts work with information in such a way that individuals cannot be identified. We do this by replacing identifiable fields within a data record with artificial identifiers. No personal-identifiable information is published by CBMDC, and numbers and rates in published reports based are risk-assessed to minimise the possibility that individuals can be identified. This tends to mean that reports do not include numbers smaller than five – and a variety of techniques¹ can be employed to ensure this does not happen.

Legal obligation under various UK laws including but not limited to:

Under the General Data Protection Regulations, CBMDC collects and uses this information under powers given to Local Authorities (council's). The following categories of lawfulness apply:

- The Health & Social Care Act 2012 (plus consent under common law duty of confidence)
 - The Statistics and Registration Service Act (2007) as amended by Section 287 of the Health and Social Care Act (2012)
 - Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.)
 - The Equality Act 2010

Who are we likely to share this information with?

As stated elsewhere, we take care to ensure this dataset is not disclosed to anyone outside of the Public Health department. In extreme circumstances, we may have a legal requirement to do so. This would occur if for example disclosure is necessary to protect a person from suffering significant harm, or to prevent or detect crime.

Sometimes, when we look at individual cases, we work with other organisations – such as the NHS - to try to gather further information about the circumstances of death, and whether an individual has been in contact with other services. These processes are supported by robust data sharing agreements, and defined processes around information governance and security. If we cannot satisfy ourselves that we have a right to ask other organisations for information, then we do not request it.

How do we keep this information secure?

Information is held in a secure database which is only accessible to Analysts and other information specialists working in the Public Health department of CBMDC.

¹ These include lengthening time series (eg reporting over 2 years instead of 1); merging categories (eg combining neighbouring wards) or simply replacing small numbers with an indicator such as '<5'.

What are your rights?

You have the right to request CBMDC to stop processing your personal data in relation to any council service. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Council's legal functions.

If you are not satisfied with the response from the Council then you have the right to complain to, appeal to, or raise your concerns with the Information Commissioner and ask him to investigate. The Information Commissioner's website is at: www.ico.org.uk and the postal address is:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Or you can telephone the ICO on 01625 545700

If you have any questions about our use of these data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact the Public Health team by telephone on 01274 436031, by email at

Jonathan.stansbie@bradford.gov.uk

or by post to Public Health, CBMDC, Britannia House, Bradford, BD1 1HX.