

Privacy Notice for Public Health



Nottingham and Nottinghamshire Five-Year-Old Dental Census Survey

**Nottingham City Council
Information Compliance**

**Service Area: Public Health
Directorate: People
PN-401**

07/2025

The Public Health Team are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes how the Council will use your data as part of delivering the Nottingham and Nottinghamshire Five-Year-Old Dental Census Survey. This is a Public Health commissioned survey which is contracted out to a third-party provider. In order to support delivery of the Five-Year-Old Dental Census Survey,

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your school and class list data. The school list will include the names of eligible primary schools in the city, their headteachers and contact emails for those schools. The class lists will include the name and date of birth (DOB) of children in those schools, who may be eligible to take part in the Census Survey.

The school will obtain consent from parents/carers for eligible children to participate. The survey will consist of a dental examination, which will capture data regarding severity and prevalence of tooth decay amongst five-year-old children in Nottingham City.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

Public Health services are commissioned, not delivered directly by the Council. Each commissioned provider will require different data in order to provide each service. The personal data used for the Nottingham and Nottinghamshire Five-Year-Old Oral Dental Census is likely to be:

- Name
- Date of birth
- Postcode
- The school which the child attends
- Multiple birth status
- Contact details including professional email address for school staff

The commissioned service provider has its own privacy notice explaining how the data may be used, including explanation of when and in what circumstances data may be shared with the Council as commissioner of the service or other relevant third parties. Information regarding data sharing responsibilities as part of delivering the survey is also set out in the latest National Dental Epidemiology Programme (NDEP) protocol.

The Council will not receive identifiable information from the provider about the dental health of children who participate in the Census Survey. The commissioned provider will be responsible for securely sending the data collected through the Census Survey to the local Dental Epidemiology Coordinator. This will include the personal information of each child that has participated, together with the results of the dental examination.

Dental Epidemiology Coordinators are then responsible for securely sending the survey data and documentation to the Office for Health Improvement and Disparities

(OHID) who will analyse the data collected and publish depersonalised results of the survey in a national report on children's dental health. Any data the council receives from the census survey will be anonymised.

Lawful basis for processing

In this instance the council will not receive identifiable information from the provider about the dental health of children who participate in the Census Survey. Therefore, we will not be processing personal information.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share anonymised information with:

- Local Dental Epidemiology Coordinator
- Office for Health Improvement and Disparities
- Schools
- Commissioned providers who conduct the survey census

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information that is specified here. However, if the school could not process your personal data as outlined, they could not supply the provider with the personal data needed to enable them to identify children that will be eligible to participate and to enable effective analysis of census survey results. The Five-Year-Old Dental Census Survey will not include children for whom parental consent to participate is not received.

How long will the Council retain the data for?

The information that you have provided will be kept for the duration of the Five-Year-Old Dental Census Survey process.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website [iar-public-view-14082025.xlsx](#)

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the Data Protection Officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .