

# **Privacy Notice for PNA Public Survey**

## **1. Who we are**

This public survey for the pharmaceutical needs assessment is being held by Community Pharmacy Greater Manchester in collaboration with the 10 local authorities' Health and Wellbeing Boards, Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, Wigan.

Community Pharmacy Greater Manchester is the statutory body representing community pharmacy services across Greater Manchester they work to support and enhance the delivery of pharmacy services in these areas. Health and Wellbeing Boards (HWBs) were established under the Health and Social Care Act 2012 to improve local health and wellbeing. They promote collaboration among health and social care services, set strategic priorities based on local needs, and facilitate joint working between local authorities, the NHS, and other partners.

## **2. Summary of the use of the Database**

Data is being collected from members of the public who have opted to complete the public survey for the Pharmaceutical Needs Assessment through an MS forms questionnaire. The survey is being hosted by Community Pharmacy Greater Manchester (CPGM) on behalf of the 10 Greater Manchester authorities' Health and Wellbeing Boards.

The results will be accessed by Community Pharmacy Greater Manchester (CPGM) and will be shared with your local authority for analysis. Each local authority will only receive responses that are from their area.

Information and responses from this survey will be used to understand what pharmacy services people use, what services they want, and how they feel about access to pharmacies. This will be used to identify any gaps in the provision of pharmaceutical services to feed into the Pharmaceutical Needs Assessment.

## **3. What information we will collect from you (the purpose and legal basis for processing information)**

To enable us to identify which local authority a response is from we will be collecting the following information.

- Postcode

We will collect your views on community pharmacy services

Demographic data may be used to categorise responses and to ensure responses reflect the population, it will not be used to identify individuals. All responses will be anonymised, and no individual will be identified in any reports.

This basis we are relying upon is the following:

- Public task - The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Article 6 - 1(e)
- Substantial public interest - Must still be proportionate to the aim the project is pursuing, respect the spirit of the right to data protection. But also, must provide for suitable and specific measures to safeguard the fundamental rights and the interests of the individuals involved. Article 9 - 2(g)

#### **4. How we ensure the security of your data**

All data will be stored on a secured server at CPGM with limited access for members of the CPGM admin team. When data is shared with local authorities this will be password protected and transmitted via encrypted email.

#### **5. Information retention**

Community Pharmacy Greater Manchester will delete any data held 8 weeks after the closing date of the survey. Local authorities will delete the data shared with them by the 31<sup>st</sup> October 2025.

#### **6. Transferring data**

All data collected as part of this project will remain in UK. When data is shared with the local authorities it will be password protected and encrypted in transmission.

Information is collected using Microsoft Forms, the data is encrypted both at rest and in transit. Information on [Microsoft' Security and Privacy in MS forms](#), and the [Microsoft privacy statement](#)

#### **7. Data sharing**

The information collected as part of this survey will only be used for the purposes explained above.

#### **8. What rights do individuals have?**

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site [www.ico.org.uk](http://www.ico.org.uk)

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Community Pharmacy Greater Manchester [PNAenquiries@cpgm.org.uk](mailto:PNAenquiries@cpgm.org.uk).

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at:

The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## **9. Updates to Privacy Notice**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details