

PRIVACY NOTICE – Environmental Health

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk

We collect and hold information about you in order to carry out our environmental and public protection functions. These functions include, Food Safety, Health and Safety, Environmental Protection, Statutory Nuisance, Air Quality, Housing, Public Health, Pest Control and Dog Wardens

Why do you need my information?

We need your information for the following reasons;

- To investigate complaints or concerns that you have raised with the council concerning environmental and public protection matters.
- To investigate complaints or concerns made about you as an individual, your property or your business in relation to environmental and public protection matters.
- To conduct investigations into environmental and public protection matters, to assess compliance with the law and where necessary pursue formal enforcement action.
- To issue licenses, consents and permits within the remit of the Environmental Health Service
- To maintain statutory registers within the responsibility of the Environmental Health Service
- To manage and investigate cases and outbreaks of infectious diseases
- To provide pest control treatments on request
- To fulfil the councils legal responsibilities with respect to stray dogs.

What legal basis allows you to use my information?

- Public Task – The Environmental Health Department will use your information to fulfil its public duties set out above under public and environmental protection legislation.
- Legal Obligation – the Environmental Health Department may be required to share information with other council departments and agencies for the purposes of their legal obligations.
- Contract – We will use your information in the process of providing pest control services for which you have paid the council the agreed fee.

Do I have to provide this information and what will happen if I don't?

You may be under a legal obligation to provide certain information in the course of an environmental or public protection investigation. In certain circumstances the law may provide you with a right to withhold this information if that information could be used against you in a criminal case. Your legal rights and obligations will be provided to you by the investigating officer at the time the request is made.

We may not be able to fully investigate complaints you make regarding environmental or public protection matters if you do not provide information with which we can identify or contact you. Similarly we may not be able to fully investigate a complaint if you are unable to provide information on the identity of the individual or business you are complaining about.

Pest control services are a discretionary service for which you must pay the agreed fee. If you fail to provide your contact details or pay the agreed fee we will not be able to carry out that service.

Who will my information be shared with?

Your information may be shared with other Council departments for the purposes of fulfilling the public task and legal obligations of the Council

In addition information may be shared with other organisations for the purpose of fulfilling a public task or a legal obligation of that organisation. The list below is not exhaustive but is an indication of some of the organisations we may share your information with.

Environmental Protection Agency
Department of Environment Food and Rural Affairs
Animal and Plant Health Agency
Health and Safety Executive
Food Standards Agency
Public Health England
Department of Communities and Local Government
HM Revenue and Customs
Drinking Water Inspectorate
United Utilities
Energy network providers
Stray dog collection contractor

How long will you keep this information for and why?

Information will be kept for 7 years in accordance with the councils retention policies.

How will my information be stored?

The majority of information is stored electronically on the Environmental Health Department's service management database. Some paper records may be retained in relation to formal enforcement cases. All data will be stored in accordance with the

Council's data protection procedures

Will this information be used to take automated decisions about me? No

Will my data be transferred abroad and why? No

What rights do I have when it comes to my data?

Right to be informed – your right to be informed how your data is used is fulfilled by this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure only applies in relation to contractual pest control services.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

We may obtain your information from another council department or organisation as set out in the information sharing section above.

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk