

## **Privacy Notice for Regulatory Services**

**October 2018  
V1.0**



# Regulatory Services

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- Members of the public

It describes how we collect, use and share personal information about you

- In relation to Regulatory Services
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used and will include Trading Standards, Pollution Control, Food and Health and Safety.

## Purpose(s)

We collect your personal information for the following purpose(s):

- Carry out statutory functions
- Deal with your complaints and enquiries
- Process registrations for food businesses, personal treatments i.e. tattooists etc
- Process applications for approval of food establishments i.e. meat processing plants
- Process application for animal licenses i.e. dog breeders, zoos etc
- Process requests for Environmental Information in relation to site/property
- Process applications for Environmental Permitted Processes

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you such as name, address, telephone number, email address.
- Basic details of your vehicle if relevant (i.e. ice cream van registration, smoking offences in a vehicle) vehicle registration number, vehicle ownership checks (DVLA), vehicle make and model
- Contact we have had with you, such as any correspondence

- Photographs and CCTV footage of you and or your premises if the enforcement officer has activated their body worn video camera or hand-held camera – special category data
- Business details, records, policies, documents – training records, insurance details, risk assessments, accident records, company policies/documents/manuals
- Criminal records – if applicable to registration process i.e. tattooist registration – special category data
- Medical records – Statutory functions in relation to investigations/notifications of accidents and infectious diseases - special category data

## **Legal basis for processing**

The legal basis for processing your personal information is:

- you, or your legal representative, have given consent
- performing or exercising obligations under law
- in the public interest or in the exercise of official authority
- fraud prevention
- where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with other Government Agencies and Public Bodies

As well as information collected directly from you, we also obtain or receive information from other Government Agencies and Public Bodies

## **Automated Decisions**

For this service:

- All the decisions we make about you involve human intervention

## **Data retention/criteria**

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## **Rights of individuals**

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 at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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 Information Governance Team.

## **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