



## Environmental Health Services – Privacy Notice

### What services are covered by this privacy notice?

- 1) **Food Safety** – including inspections of local food businesses, investigation of complaints and service requests from members of the public and other parties.
- 2) **Occupational Health and Safety** – including investigation of complaints and service requests and proactive activities aimed at securing Health and Safety improvements at local employers.
- 3) **Private Sector Housing** – including investigations of complaints and service requests from members of the public and other parties, proactive licensing of mandatory HMO's.
- 4) **Disabled Facilities Grants** – including the processing of applications for Disabled Facilities and other private sector housing related grants.
- 5) **Licensing / Registration** – including: the processing of applications to license animal welfare activities; registration of activities that involve skin piercing; and investigations of complaints and service requests from members of the public and other parties.
- 6) **Public Health and Nuisance** – including investigations of complaints and service requests from members of the public and other parties; and provision of public health funerals.
- 7) **Pollution control / air quality** – including proactive inspections; permitting of certain industrial processes; and investigation of complaints and service requests from members of the public and other parties.
- 8) **Infectious disease control** – including investigations of infectious disease incidences and outbreaks; and investigations of complaints and service requests from members of the public and other parties.
- 9) **Dog warden services** – Collection of stray dogs within the Castle Point Borough (operated by a third party.)

### What personal information do we hold?

The services above may use some or all the personal information below:

- Names, address and contact details
- Family relationships and friendships
- Date of Birth
- Employment and education details
- Financial Details
- Signature
- Licences and permits held

- Goods and services information
- Case file information
- Business Activities
- Details of how your complaint affects you
- Vulnerabilities that you may have
- Notes about relevant circumstances that you have told us about
- Other occupants in your home
- Health Information and Medical details (i.e. for investigation of food poisoning and infectious disease, administration of Disabled Facilities Grants.)

We get most of this information from you, but we may also get some of this information about you from sources such as the police, other local authorities, and other government agencies, e.g. Driver & Vehicle Licensing Agency (DVLA), Planning Inspectorate. Personal information is shared with these same third parties (where required) to enable us to carry out our statutory duties as set out above or where required to by current legislation.

### **How do we use your personal information?**

We use your information to:

- Deliver the service or handle your query.
- To plan and improve the service we offer
- To detect and prevent crime or fraud
- For research, however this would be in an anonymised form unless we specifically ask for your consent to use your personal information for this purpose.

### **Who else might we share your personal information with?**

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- Drinking Water Inspectorate
- Environment Agency
- Providers of services on behalf of the Council, such as stray dog collection and kennelling
- Department for Environment, Food & Rural Affairs (DEFRA)
- Home Office
- Essex County Council
- Registered Social Landlord
- Essex Fire and Rescue
- Police
- His Majesty's Courts and Tribunals (HMCT)
- Housing Associations
- UK Health Security Agency (UKHSA)
- National Anti-Fraud Network (NAFN)

- HM Revenues & Customs (HMRC)
- Health and Safety Executive (HSE)
- Mortgage providers
- Funeral Directors
- Other Government Agencies, e.g. Driver & Vehicle Licensing Agency (DVLA), Planning Inspectorate, Ministry of Housing, Communities and Local Government (DHCLG)
- Other Local Authorities
- General Public – consultations, etc will be published online as required by law
- Epping Forest District Council – To facilitate the processing of Disabled Facilities Grant applications, we may share relevant information received from Essex County Council, such as Occupational Therapy referrals, with Epping Forest District Council.

**Data Processors** supporting these activities include:

Acres Way Kennels – Provision of dog warden services  
 Epping Forest Borough Council – Provision of applicant support for Disabled Facilities Grants Services  
 IDOX / UNIFORM – Providers of Environmental Health Database systems.

### **Who is the Data Controller for this processing?**

Castle Point Borough Council is the Data Controller for this processing.

We need to use your personal information to meet our Legal Obligations under relevant legislation including Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013, Health and Safety at Work etc Act 1974, Housing Act 2004, Housing Act 1984, Public Health Act 1936, Environmental Protection Act 1990, Environment Act 1995, Building Act 1984, Clean Air Act 1993, Environmental Permitting (England and Wales) Regulations 2016, Environmental Damage (Prevention and Remediation) (England) Regulations 2015, Environmental Permitting (England and Wales) Regulations 2016, Environmental Damage (Prevention and Remediation) (England) Regulations 2015, Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013, Health and Safety at Work etc Act 1974, Housing Grants, Construction and Regeneration Act 1996, Prevention of Damage by Pests Act 1949, Public Health (Control of Disease) Act 1984, Health Act 2006.

You can see a list of the legal conditions we may rely on by looking at our full privacy notice at <https://www.castlepoint.gov.uk/privacy-notices>

Personal Data						
Special Category Information						
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims
Food Safety	✓	✓			✓	✓
Occupational Health and Safety	✓	✓			✓	✓
Private Sector Housing	✓	✓			✓	✓
Disabled Facilities Grants	✓	✓			✓	✓
Licensing / Registrations	✓	✓			✓	✓
Public Health and Nuisance	✓	✓			✓	✓
Pollution / Air quality	✓	✓			✓	✓
Infectious disease control	✓	✓			✓	✓
Dog warden services	✓	✓	✓		✓	✓

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk) or calling 01268 882200 and advising which service you are using.

### How long will we keep your personal information?

We will retain your personal information in accordance with the retention periods contained in the Council's Document Retention Policy.

### Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely sent or held outside the UK.

### Your rights

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk)

You can obtain further information about these rights from the Information Commissioner's Office (ICO) at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the ICO, which you can do through the website above or their telephone helpline.

### **Contacting us**

You can contact our Data Protection Officer by email at [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk) or by calling 01268 882200.