



PRIVACY NOTICE - Environmental Health Services

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC) collects personal information in relation to your use of CPBC’s Environmental Health Services. This notice is supplementary to the Castle Point Borough Council Privacy Policy.

Purpose of processing and legal basis for processing your personal information

We collect and use your personal data for the purposes of (including but not limited to) logging, investigating and updating you about a complaint that you have made, about an accident that you may have had, about infectious disease investigations, for carrying out inspections or for providing advice and guidance. This is necessary in order for us to be able to fulfil our statutory obligations and responsibilities. This includes the use of data such as;

- your name
- your address
- your email address
- details of how your complaint affects you
- Any vulnerabilities you may have
- notes about any relevant circumstances that you have told us about
- other occupants in your home
- medical details (for investigation of food poisoning and infectious disease)

Environmental Health Services are enabled by law to enforce a wide variety of legislation, many of which will necessitate the processing of your personal information. These are mostly statutory duties. These include, but are not restricted to:

| Categories of service | Legislation |
|---|--|
| Investigations of complaints Food premises hygiene Food contamination | Food Safety Act 1990 Food Safety and Hygiene (England) Regulations 2013 |

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|--|--|
| <p>Workplace practices/conditions</p> <p>Private sector housing conditions</p> <p>Statutory nuisance and air pollution</p> <p>Contaminated land</p> <p>Environmental permitted installations</p> | <p>Health and Safety at Work etc Act 1974</p> <p>Housing Act 2004</p> <p>Public Health Act 1936</p> <p>Environmental Protection Act 1990</p> <p>Environment Act 1995</p> <p>Clean Air Act 1993</p> <p>Environmental Permitting (England and Wales) Regulations 2016</p> <p>Environmental Damage (Prevention and Remediation) (England) Regulations 2015</p> |
| <p>Inspections</p> <p>Food safety</p> <p>Health and safety</p> <p>Private sector housing</p> <p>Environmental permitted installations</p> <p>Contaminated Land Part 2A sites</p> | <p>Food Safety Act 1990</p> <p>Food Safety and Hygiene (England) Regulations 2013</p> <p>Health and Safety at Work etc Act 1974</p> <p>Housing Act 2004 Housing Grants, Construction and Regeneration Act 1996</p> <p>Regulatory Reform (Housing Assistance) (England and Wales) Order 2002</p> <p>Building Act 1984</p> <p>Housing Act 1985</p> <p>Environmental Protection Act 1990</p> <p>Environmental Permitting (England and Wales) Regulations 2016</p> |
| <p>Accident investigations</p> <p>Health and safety matters of evident concern</p> | <p>Health and Safety at Work etc Act 1974</p> |
| <p>Pest infestations</p> | <p>Prevention of Damage by Pests Act 1949</p> |

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|---|---|
| Accumulations of waste from commercial premises | |
| Commercial buildings with defective drainage | Public Health Act 1936 |
| Smoking in a substantially enclosed spaces Smoking in a car containing an under 18 year old | Health Act 2006 |
| Infectious diseases Public health funerals | Public Health (Control of Disease) Act 1984 |
| Advice and guidance on food, health and safety, pollution control, air quality, contaminated land | |

Retention period or criteria used to determine the retention period

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

<https://www.castlepoint.gov.uk/info-governance-policies>

The sources the personal data originates from and whether it came from publicly accessible sources

Personal information can originate directly from the customer, via such methods as letter, email and Council website forms, but can also be provided to us by other sources on an individual basis to include, but not limited to, Essex County Council, Health and Safety Executive, Food Standards Agency, Environment Agency, Health Protection Agency, law enforcement agencies (such as the Police), central government, providers of health services, other local authorities, registered housing providers and council contractors.

Personal information is shared with these same third parties, where required, to enable us to carry out our statutory duties set as out above or where required to by current legislation.

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The provision of personal data is necessary in order for us to be able to fulfil our statutory obligations and responsibilities. The consequences of you failing to provide your personal information is that we will be unable to provide a service to you.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences

No automated decision making takes place

Changes to this private notice

We keep our privacy notice under regular review. This privacy notice was last updated in June 2018.

How to contact us

If you want to request information about our privacy policy you can email us: infolegal@castlepoint.gov.uk or write to us at:

Civic Governance & Law
Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

CPBC's Data Protection Officer

CPBC's Data Protection Office is Andrew Roby Smith and he may be contacted at the above address.