



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR THE FOOD AND HEALTH AND SAFETY TEAM

Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the Food and Safety Regulation Service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found at www.hillingdon.gov.uk/privacy

What personal data do we hold

The types of data we hold and process will typically include:

- Names, addresses, telephone numbers and email addresses of food business operators and proprietors registering with the London Borough of Hillingdon, including home caterers.
- Personal data presented in accident reports, food poisoning notifications and reports of infectious disease including names, addresses, telephone numbers, email addresses, the gender and dates of birth of those affected.

We obtain some of this data directly from you, and we may also obtain it from other sources including General Practitioners, employers and government agencies such as United Kingdom Health Security Agency and the Food Standards Agency. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

What is our purpose for processing your personal data

The team processes personal information that enables it to provide a range of services to residents and local businesses. The data may simply be required to contact you, however in some cases, the processing of this data is required to enable the Council to meet its statutory obligations in respect of food law and health and safety enforcement. Personal data may be processed for example for the following reasons:

- Investigation of complaints about food, health and safety issues and accidents
- Enforcement of food and health and safety regulations
- Enforcement of smoke-free regulations
- Food premise approval and registration
- Food sampling
- Provision of advice and public health related work
- Identifying service users needs in relation to the service
- Delivery of training
- Completion of research to meet professional qualification requirements
- Providing advice/ free business support consistent with the Councils wider objectives of economic regeneration.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- We need it to comply with a legal obligation e.g. The inspection of food premises
- We need it to perform a task in the public interest e.g. the investigation into a food poisoning outbreak
- We feel it is necessary for purposes of legitimate interests pursued either by us or a third party e.g. investigating food fraud allegations

What we do if your personal data is sensitive.

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations. For example, records relating to food businesses that cease operating are retained for a period of two years after their registration has lapsed.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

What happens if you provide personal data to us because of a statutory or contractual requirement?

We will let you know of your obligation and let you know of the possible consequences if you fail to provide it.

What happens if your personal data is subject to automated decision-making including profiling.

We will inform you of the existence of this as well as the significance and the envisaged consequences of such processing for yourself.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Nicholas Green. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact Stephanie Waterford for further information:

Stephanie Waterford, Head of Public Protection & Enforcement

Civic Centre
High Street
Uxbridge
UB8 1UW

Email: swaterford@hillingdon.gov.uk

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer
Civic Centre, High Street,
Uxbridge UB8 1UW

E-mail: gegan2@hillingdon.gov.uk