

Fair Processing Notice – Port Health Team, Public Protection Division

1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can:

- Investigate complaints;
- Undertake official controls under the International Health Regulations 2005, Environmental Protection legislation and relevant Food Safety legislation.

The processing of your data is because:

- You have given your consent to do so;
- Because we have a legal obligation to do so;
- Because it is necessary for the performance of this task.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016, EC Regulation 882/2004, EC Regulations 852/2004, 853/2004, International Health Regulations 2005, Environmental Protection Act 1990 and the Food Law Code of Practice for Wales.

We have a duty to protect the public funds we administer and may use the information provided by you on this form to detect and prevent fraud. We may cross check the information with other bodies, organisations or other sections of Pembrokeshire County Council and other Councils. In addition, we will also provide information to Public Health Wales, the Food Standards Agency or other similar enforcement or surveillance bodies to facilitate investigation of an outbreak or suspected outbreak of disease, the investigation of a food incident or any other food or infectious disease related emergency or criminal investigation.

Certain personal data will be uploaded to the Food Standards Agency website as part of the national Food Hygiene Rating Scheme.

We will make any disclosures required by law, and we can also share this information with other departments within Pembrokeshire County Council, The Auditor General for Wales and other public bodies responsible for the disclosure / prevention of crime or fraud, or auditing / administering public funds to ensure that money is targeted and spent in the most appropriate and cost-effective way.

Please be aware that certain information is part of a public register and may be made available to any interested party on request (further details available on request).

In addition, this Department occasionally receives requests under the Freedom of Information Act 2000 for inspection reports or other information to be released. Reports will generally be released

on receipt of such a request relating to registered food premises, businesses, vessels, unless any of the standard exemptions provided under the legislation apply.

3. How long do we keep hold of your information?

We will retain the information provided to us for no more than 7 years after a business has ceased to trade and your information will be securely disposed of once it is no longer required. For all other matters the information will be stored for 7 years, after which it will be securely disposed of, unless the information is still required for the aforementioned legal reasons.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

5. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **not be subject to automated decision-making and profiling**.

6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall

Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.