**PRIVACY NOTICE: ENVIRONMENT**

**Service specific details provided in addition to**

**the Council’s General Privacy Notice – please see** [**Sections 1 to 10**](https://www.stroud.gov.uk/council-and-democracy/about-the-council/access-to-information/privacy-and-cookie-policy/privacy-notice)

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| **Service Area:** | | **HEALTH AND SAFETY** | |
| **Contact details:** | | [**data.protection@stroud.gov.uk**](mailto:data.protection@stroud.gov.uk) | |
| **Date reviewed:** | | April 2018 | |
| **PURPOSE FOR WHICH THE INFORMATION IS BEING SOUGHT:** | | | |
| 1 | To enable the programmed inspection of premises in accordance with statutory requirements. | | |
| 2 | To allow the investigation of accidents, public health incidents, food safety offences, health and safety offences and service requests. | | |
| 3 | To administer complaints, contracts, registrations and approvals. | | |
| 4 | To administer public burials. | | |
| 5 | To keep information on the Personal Security Register relating to individuals who are considered to present a risk to the safety of the Council’s employees and contractors. | | |
| **INFORMATION WILL BE HELD IN THE FOLLOWING FORMS:** | | | |
| 1 | Electronic document retention system. | | |
| 2 | Paper. | | |
| 3 | Email pending filing within relevant document retention system. | | |
| **THE INFORMATION WILL BE USED TO:** | | | |
| A | Meet an obligation under a contract (e.g. pest control services, training and advisory services). | | |
| B | Comply with a legal requirement under the following legislation:   * The Health and Safety at Work Act 1974 (regarding health and safety of staff, inspection of premises, investigation of offences and management of complaints, contracts, registrations and approvals). * Food Safety Act 1990 (regarding inspection of premises, investigation of offences, and management of complaints, contracts, registrations and approvals). * Environmental Protection Act 1990 (regarding inspection of premises, investigation of offences, and management of complaints, contracts, registrations and approvals). * Private Water Supplies Regulations 2009 (regarding inspection of premises). * Local Government (Miscellaneous Provisions) Acts 1974 and 1982 (regarding inspection of premises and management of complaints, contracts, registrations and approvals). * Prevention of Damage by Pests Act 1949 (regarding management of complaints, contracts, registrations and approvals). * Public Health (Control of Disease) Act 1974 (regarding public burials). * Public Health Acts 1936 and 1961 (regarding management of complaints, contracts, registrations and approvals). * Health Act 2006 (regarding inspection of premises). * Sunday Trading Act 1994 (regarding management of complaints, contracts, registrations and approvals). | | |
| C | Protect the vital interests of the data subject or another person namely ensuring the safety of the Council’s employees and contractors. | | |
| **SENSITIVE INFORMATION WILL BE USED TO:** | | | |
| D | Perform a task for reasons of substantial public interest (e.g. collect details of personal injuries and ill-health to investigate offences). | | |
| **THE TIME THE INFORMATION WILL BE HELD:** | | | |
| As provided for in the Document Retention Schedule attached to the General Privacy Notice and supplemented by the schedule below at section 14.4. | | | |
| **WHEN & WITH WHOM THE INFORMATION WILL BE SHARED:** | | | |
| *With whom* | | | *When* |
| The Council will make certain information such as the name of a registered or approved food business operator, under Article 6(2) of Regulation (EC) 852/2004, publicly available on the Council’s public register. Information will also be shared with the Food Standards Agency to update the national Food Hygiene Rating Scheme. | | | On receipt of an application and after inspection of relevant food businesses in connection with the food hygiene rating scheme. |
| Responsible authorities under the Health and Safety at Work Act 1974 in connection with the reporting and investigation of accidents and incidents including:   * Health and Safety Executive * Trading Standards * Fire and Rescue Service * Care Quality Commission | | | Throughout the investigation of accidents and incidents. |
| Her Majesty’s Revenues and Customs (HMRC) for the detection of fraud. | | | Upon request or when necessary. |
| Police for enforcement, safeguarding, prevention and detection of crime and service delivery. | | | Upon request or when necessary. |
| Other local authorities, in particular neighbouring authorities where there may be cross-boundary issues or overlapping functions (e.g. Gloucestershire County Council Trading Standards, Fire and Rescue, Planning, Highways, Public Rights of Way, Social Services).  This information will be shared for enforcement, safeguarding, prevention and detection of crime and service delivery. | | | Upon request or when necessary. |
| Environment Agency for enforcement, safeguarding, prevention and detection of crime and service delivery. | | | Upon request or when necessary. |
| Other agencies and organisations including mains water providers, Drinking Water Inspectorate, Health & Safety Executive, Public Health England, and Her Majesty’s Courts and Tribunal Service for enforcement, safeguarding, prevention and detection of crime and service delivery. | | | Upon request or when necessary. |
| Relevant internal council services including Community Services, Planning, Environmental Health, Licensing and Building Control for enforcement, safeguarding, prevention and detection of crime and service delivery | | | Upon request or when necessary. |
| Information from the Personal Security Register to relevant staff for the purpose of alerting them to potentially violent or aggressive individuals. | | | Upon request or when necessary. |