

Service: Environmental Health

Data Controller: Runnymede Borough Council, Civic Centre, Station Road,
Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey

Introduction

We collect and process personal data relating to environmental health and private sector housing functions in order to carry out our statutory duties. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth etc.
- payment card details and transactional data including payments to and from you;
- details of any business you operate, premises you occupy or vehicle you use or own
- medical conditions and health information

The organisation collects this information in a variety of ways. For example, data is collected through application forms, complaints and requests for service and general correspondence.

Why do we process personal data?

Processing your information is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority. We have a duty under the law to collect and process information in connection with the legislation we enforce or administrate e.g. as listed in Appendix 1.

In some cases, we need to process data to ensure that we are complying with our legal obligations. Sensitive data is processed because it is necessary for the exercise of a function conferred on us by an enactment or rule of law or because we have a duty to protect the public against dishonesty.

Who has access to data?

Your information may be shared with the parties set out below for the purposes stated above.

- Police
- Surrey Fire and Rescue
- Commissioned partners
- Central government bodies e.g. Defra, EA, FSA, HSE, HMRC
- Public Health England
- Other local authorities
- Other departments or sections of Runnymede Borough Council and Council Committees
- Local Government Ombudsman

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions and data protection laws. They are also obliged to implement appropriate technical and organisational measures to ensure the security of data.

The organisation will not transfer your data to countries outside the European Economic Area.

Additionally we are required to disclose information to the public with respect to our public registers of:

- Caravan site licence holders
- Acupuncture practitioners registered to practice in Runnymede and the places they have registered as being premises where acupuncture is carried out
- Tattooist, electrolysis and piercing businesses registered to carry out their business in Runnymede and registered premises where these activities may be carried out
- Register of food business operators
- Licensed HMO register

How do we protect data?

We take the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised members of the licensing team whose job role requires access to the personal data.

For how long do we keep data?

We process many different types of information. Some information has to be retained for legal reasons and information can be kept longer to understand decisions that have been made.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask us to stop processing data

You can make a subject access request by following the instructions for making a subject access request on our website:

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

Or you can contact our Information Governance Officer on 01932 425626

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>

SCHEDULE 1: LIST OF STATUTES

Animal Boarding Establishments Act 1963
Animal Health Act 1981
Animal Welfare Act 2006
Anti-Social Behaviour Act 2003
Anti-Social Behaviour, Crime and Police Act 2014
Building Act 1984
Caravan Sites Act 1968
Caravan Sites and Control of Development Act 1960
Clean Air Act 1993
Clean Neighbourhoods and Environment Act 2005
Control of Pollution Act 1974
Crime and Disorder Act 1998
Criminal Justice and Public Order Act 1994
Dangerous Wild Animals Act 1976
Dogs Act 1906
Environment Act 1995
Environmental Protection Act 1990
European Communities Act 1972
Food Act 1984 as amended
Food and Environment Protection Act 1985
Food Safety Act 1990
Gambling Act 2005
Health Act 2006
Health and Safety at Work etc. Act 1974
Housing Act 2004
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Noise and Statutory Nuisance Act 1993
Noise Act 1996
Mobile Homes Act 2013
Offices Shops and Railway Premises Act 1963 as amended
Pesticides Act 1998
Pet Animals Act 1951
Pollution Prevention and Control Act 1999
Prevention of Damage by Pests Act 1949
Public Health (Control of Disease) Act 1984
Public Health Act 1936
Public Health Act 1961
Refuse Disposal (Amenity) Act 1978
Riding Establishments Act 1964
Riding Establishments Act 1970
Scrap Metal Dealers Act 2013
Slaughter of Poultry Act 1967
Slaughterhouses Act 1974
Sunbeds (Regulation) Act 2010
Sunday Trading Act 1994
Water Industry Act 1991
Zoo Licensing Act 1981

April 2019