

## Privacy Notice

### 1. Who is the data controller?

Wiltshire Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679) and Law Enforcement Directive, which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

### 2. What is the data being used for?

Public Protection Services comprises a range of statutory functions, including but not limited to: Food Authority (including hygiene & standards), Feed Authority, Petroleum Licensing Authority, Trading Standards Authority, Weights & Measures Authority (including all attributable functions), Licensing Authority, Pollution Control Authority (including Contaminated Land and Environmental Permitting Authority), Infectious Disease Control, Safety at Sports Grounds Authority and Health and Safety Enforcement Authority for designated workplaces.

To provide this service we will process a range of data including (where applicable and needed) name, date of birth, email addresses, contact telephone numbers, physical addresses and business details including legal entities and trading locations and health data if required.

We are collecting this data pursuant to legal obligations arising from statutory function or performance of a task carried out in the public interest.

If you don't allow us to use your data this will mean that your complaint cannot be pursued, your licence or consent application, registration or permit cannot be processed, we cannot investigate the matter further, your accident may not be investigated, your infectious disease report may not be pursued. This list is not exhaustive.

### 3. How long we will keep your data for

We will normally hold this information for 6 years. Certain information may be kept longer or indefinitely, examples include private water supplies data which will be kept for 30 years, petroleum licensing or contaminated land information will be retained indefinitely due to ongoing relevance. Information relating to asbestos exposure will also be held indefinitely. After this your information will be deleted or archived.

### 4. Why we need to collect your data

We will use this information to exercise all statutory functional areas.

### 5. Who will the data be shared with?

We will share your personal data where necessary and lawful within the Council, but we will not share your data with any other third parties unless we are required or permitted to do so by law.

## **6. Your rights as a data subject**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting the Council's Data Protection Officer at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk).

## **7. Fraud Prevention and Detection**

Wiltshire Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit <http://www.wiltshire.gov.uk/data-protection-foi-national-fraud-initiative>

## **8. Link to a full Privacy Notice**

For further information about how Wiltshire Council uses your personal data, including your rights as a data subject please see our [Privacy notice](#) on the website.