

Cambridge City Council Environmental Health Privacy Policy

Introduction

We collect and use your information (your personal data) for a licensing, permits, consent and services. We do this in line with various laws and the Data Protection Act 2018. We keep your information on secure council IT systems and transfer all paper records to these systems.

Our Services

Residential Team

The team works to improve and maintain the private housing sector including rented properties and park home sites through education, enforcement, licensing of houses in multiple occupation and bringing empty homes back into use. It works in partnership with the fire service, ensuring fire safety standards are adhered to by landlords. In addition all nuisances and investigations including accumulated waste arising from any residential premises fall under the remit of the team. An out-of-hours noise service and a no-cost pest control service is also provided to residents.

Commercial & Licensing Team

The team deals with a range of Regulatory activities covering commercial premises, including licensing, taxi licensing, nuisances arising from commercial operations, food safety, health and safety and infectious disease control.

The team has been working in partnership with public health at the County Council and the Community Safety Partnership in relation to the night time economy.

Environmental Quality and Growth Team

This team is a consultee for planning applications for all aspects of Environmental Health. It liaises with other Council services and enforcement agencies, as appropriate.

The team undertakes air quality monitoring, and has developed an air quality action plan in partnership with the County Council.

In addition there is the implementation of the contaminated land regime and reduction of pollution through the regulation of permitted processes.

The home energy team delivers obligations under the Home Energy Conservation Act and encourages energy efficiency improvements within the private sector housing. There is also specific assistance to residents experiencing fuel poverty or high water bills.

Environmental Health & Licensing Support Team

The support team provides a technical support service for Environmental Health & Licensing, encompassing Environmental Quality & Growth, Commercial & Licensing and Residential. As well as delivering administrative and technical support to each specialised area; the team ensures compliance with legislative requirements, the service operational plan, departmental procedures and assists and provides support to other members of the team.

Why we collect information

- Assessing an application for a licence, permit or consent
- Managing services relating to the application or licence
- Updating records
- Testing the performance, internal processes and equalities monitoring
- Following guidance and best practice from governmental and regulatory bodies
- Carrying out appropriate and necessary checks for applications, permits or consent
- Monitoring and to keep records of our communications with you and the organisation
- Providing updates and information to you about the law
- Reviewing, developing and improving services
- Complying with legal and regulatory obligations, requirements and guidance
- Upon the request for (or the referral for) a particular service

What information do we ask for?

Personal information that we will process in connection with all of our applications, licences, permits or consent (if relevant) includes:

- Personal contact details, so we can identify and contact you
- Your date of birth, gender and/ or age, where this is relevant for a licence type
- Your nationality, citizenship status or right to residency, only where this is relevant
- Your place of birth, only where this is relevant
- Details of beneficiaries, such as joint licence holders or business associates, so we can understand who the licence or permissions belong to
- Records of your contact with us, so we have a history of concerns and actions
- Licences and permissions you hold and payment details
- The usage of our services, any inspections or investigations, call outs and complaints and details related to this
- Vehicle information, where we are required to, particularly in relation to taxis
- Information we obtain from third parties, including information about DVLA records, health for individuals, qualifications where applicable, but only where this is strictly necessary to establish that information is correct
- Criminal records information, including alleged offences, where appropriate
- Information about your health and medical conditions, where relevant for a licence or the investigation of a relevant accident
- Information about your employment status, if relevant

With the exception of food hygiene training and our Pubwatch group, we process all data because the law tells us we have to. The laws are:

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| ✓ Public Health Act 1936 | ✓ Offices Shops & Railway Premises Act 1963 | ✓ Town Police Clauses Act 1847 | ✓ Protection from Eviction Act 1977 |
| ✓ Prevention of Damage by Pests Act 1949 | ✓ Rent Act 1965 | ✓ Health & Safety at Work etc. Act 1974 | ✓ Animal Health Act 1981 |
| ✓ Caravan Sites and Control of Development Act 1960 | ✓ Caravan Sites Act 1968 | ✓ Control of Pollution Act 1974 | ✓ Local Government (Miscellaneous Provisions) Act 1982 |
| ✓ Public Health Act 1961 | ✓ European Communities Act 1972 | ✓ Local Government (Miscellaneous Provisions) Act 1976 | ✓ Police & Criminal Evidence Act 1984 |
| | ✓ Control of Pollution Act 1974 | | |

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| ✓ Public Health (Control of Disease) Act 1984 | ✓ Noise & Statutory Nuisance Act 1993 | ✓ Vehicle (Crime) Act 2001 | ✓ The Food Safety & Hygiene (England) Regulations 2013 (as amended) |
| ✓ Building Act 1984 | ✓ Clean Air Act 1993 | ✓ Regulatory Reform Act 2001 | ✓ Food Information Regulations 2013 |
| ✓ Food and Environment Protection Act 1985 | ✓ Sunday Trading Act 1994 | ✓ Licensing Act 2003 | ✓ Energy Act 2013 |
| ✓ Housing Act 1985 | ✓ Environmental Act 1995 | ✓ Dangerous Wild Animals Act 1976 | ✓ Enterprise and Regulatory Reform Act 2013 |
| ✓ Landlord and Tenant Act 1985 | ✓ Home Energy Conservation Act 1995 | ✓ Zoo Licensing Act 1981 | ✓ Mobile Homes Act 2013 |
| ✓ Housing Act 1988 | ✓ Noise Act 1996 | ✓ Anti-Social Behaviour Act 2003 | ✓ Anti-Social Behaviour Crime and Policing Act 2014 |
| ✓ Road Traffic Regulations Act 1988 | ✓ Housing Act 1996 | ✓ The General Food Regulations 2004 | ✓ Asylum & Immigration Act 2016 |
| ✓ Local Government and Housing Act 1989 | ✓ Housing Grants Construction and Regeneration Act 1996 | ✓ Housing Act 2004 | ✓ Housing and Planning Act 2016 |
| ✓ Environmental Protection Act 1990 | ✓ Protection from Harassment Act 1997 | ✓ Gambling Act 2005 | ✓ Environmental Permitting (England and Wales) Regulations 2016 |
| ✓ Food Safety Act 1990 | ✓ Regulation of Investigatory Powers Act 2000 | ✓ Animal Welfare Act 2006 | |
| ✓ Water Industry Act 1991 | ✓ Criminal Justice and Police Act 2001 | ✓ Health Act 2006 | |
| ✓ Clean Air Act 1993 | | ✓ Health & Social Care Act 2008 | |
| | | ✓ Sunbeds (Regulation) Act 2010 | |
| | | ✓ Scrap Metal Dealers Act 2013 | |

You hold the following rights over the personal data you provide us:

Right to Access – you have the right to receive a copy of your personal data

Right to Rectification – you can ask us to correct inaccurate information

Right to Restriction – you can ask us to restrict our use of your personal data in situations where it is inaccurate, unlawful and no longer needed for the purposes for which it was originally collected.

Further information about your rights is at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Sharing your information

We may share your personal data with the following third parties for the purposes listed above. We only share where we are required to, or to ensure that the licence or permission is verified and able to be activated.

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| - Other Cambridge City Council departments | - Gambling Commission | - HMRC |
| - Central government | - Our Disclosure and Barring Service provider | - Local Health Board |
| - Police | - Driver and Vehicle Licensing Agency | - National Anti-Fraud Network (NAFN) |
| - Fire Service | - Medical/ Health Practitioners | - County Council |
| - Safeguarding Board | - Home Office | - HM Courts |
| - Health & Safety Executive | - Trading Standards | - National Fraud Initiative |
| | | - Department for Works and Pensions (DWP) |

- Vehicle and Operator Services Agency
- Disclosure & Barring Service (DBS)
- Public Health England
- Food Standards Agency
- Health and Safety Executive
- Highfield Training
- British Institute of Innkeeping Awarding Body (BIIAB)
- Eventbrite
- Cambridge Water Company (South Staffordshire PLC)
- Anglian Water
- Other local authorities
- Cambridgeshire County Council
- Better Regulation Delivery Office
- Drinking Water Inspectorate
- Environment Agency
- Care Quality Commission
- Local Health Board
- Security Industry Authority (SIA)
- Department for Environment, Food and Rural Affairs
- Licence Bureau

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

How long do we keep your information?

Unless we explain otherwise to you, we only keep your information based on the following criteria:

- For as long as we have reasonable business needs, such as managing our services/ licences/ permits/ consents with you and managing our operations and service delivery
- For as long as necessary in line with statutory, regulatory and legal requirements

You can find out more by looking at the Council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Cambridge City Council is a registered Data Controller with the Information Commissioner's Office.

You can find out more about how we handle your data by visiting the Council's Privacy Notice page on the website at <https://www.cambridge.gov.uk/privacy-notice>

If you have a query about your rights, please contact the Data Protection at infogov@3csharedservices.org or via 01954 713318. Or you can write to the Council and mark your letter for the attention of the Data Protection Officer.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you have any concerns. Details are at www.ico.org.uk.