

This Privacy Notice is designed to help you understand how and why the Environmental Health service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#) .

Who are you?

Hambleton District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

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| Information Governance Office Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL 01609 53 2526 infogov.HambletonDC@veritau.co.uk |
|--|

What Personal Data of mine do you collect?

Your name, address, email address, telephone number, date of birth and other contact information that allows us to meet our organisational and statutory obligations. We may also require proof of identity or details of your landlord.

For some investigations or licensing requirements we may need to collect special category personal data such as sexuality or sexual health, ethnicity, physical or mental health, or criminal history.

What is the purpose of collecting my Personal Data?

The processing of data is necessary for compliance with legal obligations and for the performance of our tasks in the public interest or the exercise of an official duty.

We use the information we receive about you to:

- Administer complaints,
- Conduct investigations,
- Enforce of legal requirements,
- Provide trader advice,
- Consider and process licensing applications, requests for service and to determine their outcomes.

We do not use the information provided for any other purposes unless we are required to do so by law.

Who do you share this data with?

Your information will only be shared to facilitate delivery of the service to you or for legal purposes.

We are required by law and good practice to undertake consultations with internal departments and external organisations to obtain their views on applications and pre application advice. This involves sharing your submission details. Within the Council we will share information with other departments for example:

- Corporate Finance
- Design and Maintenance
- Development Management
- Housing and Planning Policy
- Leisure - Communities and Safer Hambleton
- Waste and Street Scene

We will share information with other agencies for the prevention of fraud or crime and disorder, or for the purposes of public health, for public safety or in the public interest. Such agencies will include the following: (this is not an exhaustive list)

- The Police
- HMRC
- Environment Agency
- DEFRA
- Food Standards Agency
- Health and Safety Executive
- Drinking Water Inspectorate
- Public Health England and health professionals.
- RSPCA
- Fire Authority
- Ambulance Service
- Immigration
- Enforcement bodies within other local authorities
- North Yorkshire County Council – Trading Standards, Highways, Resilience and Emergency Planning, Adult Social Care.

We will not share your information with any other organisation unless required to do so by law or with your consent.

How long do you keep this data for?

| Data held | Retention period |
|---|--|
| All data collected as part of a statutory process | 7 years from the last action unless otherwise stipulated |
| Contaminated Land | Indefinitely |
| Private Water Supplies | 30 years |
| Licenses / Registrations / Permits | 2 years following expiration of licence/registration/permit unless otherwise stipulated by law |
| Infectious disease control | 2 years |

What is your legal basis for processing this data?

The processing of data is necessary for compliance with legal obligations and for the performance of our tasks in the public interest or the exercise of an official duty.

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).