



Health Protection, Environmental Protection and Environmental Resources & Public Health - Privacy Notice

This notice should be read in conjunction with the Council's general Privacy Notice: [Shropshire Council's privacy notice | Shropshire Council](#).

The details below provide additional details relating to the processing of Personal Data in relation to the provision of administering the Health Protection, Environmental Protection and Environmental Resources & Public Health services.

Who we are and what do we do?

Shropshire Council's Health Protection, Environmental Protection and Environmental Resources & Public Health teams are responsible for the following areas:

- Air and water quality
- Animal health
- Contaminated land and closed landfill sites
- Environmental health - food hygiene, health and safety and infectious disease
- Environmental health housing
- Environmental health protection - noise, odour and smoke nuisance
- Public Health funerals

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What information do we collect?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law. This information will include:

- Name, address, telephone number, email address
- For individuals and businesses who make an application, the service may also hold details of the date of birth and gender
- Details of the complaint, incident or issue
- Details of inspections undertaken (whether compliant or non-compliant)
- Details of advice given together with details of any formal action taken by the department
- Type of business being operated; the number of staff employed; the source of water supply (whether public or private)
- GP name and contact details, date of birth, parents details if the individual affected is a minor, symptoms of the infectious disease, places visited which the disease may be attributed to, details of accident or incident, injury sustained, location and date of accident or incident

- Details of pests to be treated, advice given and action taken, if applicable - map of premises indicating sites to be treated and location of bait points
- For landlords: property and tenure details
- Other agencies involved

Who are we likely to share information with? This includes 3rd parties who share information with us

We use your information to progress requests to access our services, or to administer our function as local authority. Your information may be manually and/or digitally processed through our systems. These may be internal council staff or external staff, other public authorities, contractors and other agencies. We may share the information we hold with:

- The Police
- DEFRA
- DHCLG
- DWI
- APHA
- BCMS
- CAB - Consumer helpline
- Health and Safety Executive
- Public Health England
- Local hospitals and GP surgeries
- RSPCA
- His Majesty's Customs and Excise
- Environment Agency
- Other local authorities
- His Majesty's Court and Tribunal Service
- Local NHS Trusts
- Department of Work and Pensions
- Expert witnesses employed by the council as part of a prosecution process
- Health information (special category - further details below)

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We will only share the minimum information for the purpose, on a need to know basis and with appropriate individuals.

We must protect public funds and may use personal data and data-matching techniques to [detect and prevent fraud](#), collect taxes and ensure public money is targeted and spent in the most appropriate and cost-effective way. To do this, your personal data may be shared with other bodies responsible for auditing or administering public funds, including the [Department for Work and Pensions](#), [HM Revenue and Customs](#), the [Police](#) and other local authorities.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

How is your information used?

The legal basis for processing the data is:

- Our legal obligation under environmental and public health related legislation
- The protection of your vital interests
- In the public interest or in the exercise of official authority

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. We need to collect and use the special category data detailed at the start of this form and we are relying on the following lawful basis for this processing:

- Where it is necessary for us to carry out our obligations in relation to employment law
- Where it is necessary for the purposes of preventive and occupational medicine, for assessment of working capacity of an employee, medical diagnosis or for the provision and management of health or social care systems and treatment
- Necessary for reasons of public interest in the area of public health
- Necessary for reason of substantial public interest

Keeping your data up to date?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule which varies dependant on the type of information being held.

Service Requests and complaints are kept for 7 years from date of case closure.

Environmental related information (such as contaminated land, air quality, permitted processes, petrol, private water supplies), excluding complaints, are kept for a minimum of 20 years with no statutory maximum for retention.

We will comply with Data Protection legislation in regard to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Details of any automated decision processes

Shropshire Councils Health Protection, Environmental Protection and Environmental Resources & Public Health teams do not use any automated decision process.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.