

## **Your Personal Data: Environmental Health**

### **What we need**

Mid Sussex District Council will be what is known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, health details, e-mails, telephone numbers, medical records, outcome of DBS checks.

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the UK General Data Processing Regulation (UK GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will only be used for:

- contact related purposes
- to process applications
- service requests
- to investigate and control infectious diseases
- food safety purposes
- taxi licensing

### **What we do with it**

All the personal data is processed by our staff in the UK and the data is located on servers based in the UK. No third parties have access to your personal data unless the law allows them to do so.

Under the Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019 the Council is required to share with the Department of Environment Food and Rural Affairs (Defra) all licensed vehicle details. We will inform all licensed vehicle owners that as the Licensing Authorities we are required by law to share this data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. Disabled Facilities Grant data may be shared with other councils in West Sussex.

We may also share data with Trading Standards and in the case of infectious diseases with Public Health England.

### **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice

or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data for the life of the licence, for investigation of infectious disease for 21 years, for accident investigations for 7 years or if the injured person is a child we will hold the records for 5 years after their 18<sup>th</sup> birthday.

### **What are your rights?**

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some, or all, of your personal data, please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect, you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer, you can email [dataprotection@midsussex.gov.uk](mailto:dataprotection@midsussex.gov.uk) or write to

Data Protection Officer  
Digital & Technology  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath, RH16 1SS

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