

Privacy Notice – Commercial Services

Who we are:

The Commercial Services Team in Environmental Health
Royal Borough of Windsor and Maidenhead
Tinkers Lane
Windsor
SL4 1RF.

Lawful basis for processing the information:

The main legislation governing food safety, health & safety, animal welfare licensing and private water supply statutory powers provides the lawful basis for processing information is as follows:

Animal Boarding Establishments Act 1963 (as amended)

Animal Health Act 1981

Animal Welfare Act 2006

Berkshire County Council Act 1986

Breeding of Dogs Acts 1973, 1991 (as amended)

Breeding and sale of Dogs (Welfare) Act 1999

Building Act 1984

Criminal Justice and Public Order Act 1994

Dangerous Wild Animals Act 1976 (as amended)

Environment Act 1995

European Communities Act 1972 and associated EC Regulations

Food Safety Act 1990 (as amended)

Food and Environment Protection Act 1985

Food Safety and Hygiene (England) Regulations 2013

Health Act 2006

Health and Safety at Work etc. Act 1974 and associated Regulations

Local Government (Miscellaneous Provisions) Acts 1972, 1976, 1982 (as amended)

Local Government Act 2003

Noise Act 1996

Magistrates Court Act 1980

Offices, Shops and Railway Premises Act 1963

Pet Animals Act 1951(as amended)

Pet Animals Act 1951 (Amendment) Act 1983

Performing Animals (Regulations) Act 1925

Prevention of Damage by Pests Act 1949

Protection of Animals Act 1911

Protection of Animals (Amendment) Act 1954

Prevention of Damage by Pests Act 1949

Public Health Acts 1936, 1961

Public Health (Control of Disease) Act 1984

Riding Establishments Acts 1964, 1970 (as amended)

Sunday Trading Act 1994 (As amended)

Water Industry Act 1991

Zoos Licensing Act 1981

How we collect information:

Personal data is supplied by you as the service user, or as the Food Business Operator, Health & Safety Duty Holder or by third parties and statutory bodies such as Food Standards Agency, Health and Safety Executive, Public Health England and other Councils for lawful purposes in the pursuit of statutory requirements.

Accepted methods of receiving data are either paper based, electronically, by telephone or face to face.

Paper and online forms used to collect personal data from you can be found by visiting our website at <https://www.rbwm.gov.uk>

What type of information is collected:

The Commercial Services Team is required to collect and hold some or all of the following; Surname, Forenames (or Initials), Address, Postcode, Gender, Date of Birth, National Insurance Number, Business Trading details, Finance Payment details.

How we use the information provided:

All information provided is used by the Commercial Services Team in lawful enactment of statutory powers and duties for the purpose of inspection, investigation and enforcement of the legislation described above.

Who has access to the information about you:

We store your personal data securely. We have in place security policies which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely by us and our software providers, IDOX Uniform and accessed only by those of the Community, Enforcement and Protection Service given access following an assessment of need and training, by using their own Username and Password all chosen in line with pre-defined user credentials.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Who we may share your information with:

The Commercial Services Team will not share personal information with any other parties, except where required and with parties required to carry out its statutory duties and functions or where required by law.

The Commercial Services Team participates in data sharing arrangements with other Local Authorities, Statutory Bodies in England, Utility providers:

The Food Standards Agency – Food safety and hygiene

The Health and Safety Executive – Health and safety at work and accident investigation

Public Health England – Infectious disease and food poisoning outbreaks

Drinking Water Inspectorate – Private Water Supplies

DEFRA/APHA – Animal Welfare Licensing

Care Quality Commission – Residential and Nursing Care Homes

Affinity Water – Private water Supply Risk Assessments and Sampling

Porton FW&E Laboratory – Food and environmental sampling

Royal Berkshire Hospital – Infectious disease and food poisoning outbreaks

NHS Frimley Health Foundation Trust – Infectious disease and food poisoning outbreaks

The details of the information which may be shared is contained within these services' privacy notice.

How long we store your information:

The Commercial Services Team will endeavour to review the data it collects and holds electronically and in paper format to ascertain whether or not it is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed and that personal data shall be accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay.

With consideration of this, any personal information held electronically or in paper format that is deemed unnecessary will be removed from the database and or paper files, and no longer held by the us, 6 years after the date by which it was received.

Does your service utilise automated decision making? – No