

## Privacy Notice (How we use your information)

### Public Protection – Animal Health and Welfare Investigations

Kirklees Animal Health and Welfare sit within public protection team and are based in Huddersfield. They enforce requirements of the Animal Health Act and other Acts of parliament to prevent the spread of disease and to protect the welfare of farmed animals.

#### The categories of information that we collect, process, hold and share include:

- Personal information
  - Name
  - Address
  - Telephone number
  - Email address
  - Postal address
- Information concerning the nature of your complaint
- Information relating to your Business
  - Business name
  - Business address
  - Business telephone number
  - Business email address
  - Business ownership or partnership details
  - Business companies house number
  - CPH number

#### Why we collect and hold this information

We use this personal data in order for the Animal Health and Welfare team to:

- Provide you with a Animal Health service
- Provide you with feedback and updates about service relating to your enquiry;
- Provide you with the support you need to help us deliver our services;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

#### The lawful basis on which we use this information

We collect and process information about you under Article 6 (1)(e) exercising official authority; for example, a public body's tasks, functions, duties or powers. For the legal authorities we rely on please see appendix 1.

We also collect and process information about you under Part 2 & Part 3 of Data Protection Act 2018 for the purposes of public task, legal obligation and law enforcement.

#### How we store your personal information

Your information is safely stored on Kirklees Council secure network drives. We will keep your

Completed May 2025

name, telephone number, email address for the duration of time that you are connected with a particular establishment/ activity/ farm and in accordance with our retention schedule. If you are no longer associated with this establishment, we will hold the information about you for six years for any legal claims and or complaints in line with our retention schedule. This information will then be manually deleted.

## Who we may share this information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To prevent spread of disease and to protect animal welfare
- To safeguard vulnerable children and young people;
- To develop national policies;
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice

We may share this information with:

- Other services within Kirklees Council
- Other partners such as HSE, DEFRA, APHA, appointed Vets, FSA, RPA, World Horse Welfare and other Charitable organisations, West Yorkshire Police and other Police forces, KNH, Other Local Authorities, Environment Agency, West Yorkshire Trading Standards

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on Kirklees Council's [Data protection rights](#) page.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: [Animal.Health@kirklees.gov.uk](mailto:Animal.Health@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

Animal By-Products (Enforcement) (England) Regulations 2013 (as amended)  
Animal Health Act 1981(as amended)  
Animals (Penalty Notices) Act 2022  
Animal Welfare Act 2006 Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018  
Animals Act 1971 (as amended by the Control of Horses Act 2015)  
Police & Criminal Evidence Act 1984  
Regulation of Investigatory Powers Act 2000 (as amended)  
Transmissible Spongiform Encephalopathies (England) Regulations 2018  
Welfare of Animals at Time of Killing (England) Regulations 2015  
Welfare of Farmed Animals (England) Regulations 2007 (as amended)  
Zoonoses (Monitoring) (England) Regulations 2007

## Appendix 1

Animals Act 1971 (as amended by the Control of Horses Act 2015)  
Animal By-Products (Enforcement) (England) Regulations 2013 (as amended)  
Animal Health Act 1981(as amended)  
Animal Welfare Act 2006  
Cattle Identification Regulations 2007  
European Communities Act 1972  
Police & Criminal Evidence Act 1984  
Products of Animal Origin (Disease Control) (England) Regulations 2008  
Horse Passports Regulations 2009  
Regulation of Investigatory Powers Act 2000 (as amended)  
Salmonella in Turkey Flocks and Slaughter Pigs (Survey Powers) (England) Regulations 2006  
The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018  
Trade in Animals & Related Products Regulations 2011  
Transmissible Spongiform Encephalopathies (England) Regulations 2010 (as amended)  
Welfare of Farmed Animals (England) Regulations 2007