

Privacy Notice (How we use your information)

Public Protection – Food Safety Registrations, Inspections, Complaints and Investigations

The food safety team is responsible for food related activities across Kirklees. Amongst other things, we provide advice to food business, undertake food sampling, carry out food hygiene inspections, investigate complaints of food poisoning and outbreak control, respond to the food standards agency around food alerts and monitor approved premises.

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
- Date of birth where it relates to a food business operator registering their food business and/or an individual in relation to suspected food poisoning.
- Business information:
 - Information relating to your business
 - Business name
 - Business Address
 - Business Telephone number
 - Business Email address
 - Business ownership or partnership details
 - Business companies house number

Why we collect and hold this information

We use this personal data in order to:

- Provide you with a Food Safety Service in line with the Food Law Codes of Practice.
- Provide evidence in the investigation and enforcement of Civil and Criminal proceedings

- Enable us to carry out the Council's statutory functions relating to food safety
- To investigate complaints and enquiries.
- Use as part of an investigation to take enforcement action in line with the regulatory areas we enforce.
- Provide you with feedback and updates about service relating to your complaint
- 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.
- To provide businesses and individuals with regulatory updates and information about our services, as relevant and appropriate.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Article 6(1)c We have a legal obligation.
- Article 6(1)(e) We need it to perform a public task

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- The Food Safety Act 1990,
- The Food Safety & Hygiene (England) Regulations 2013,
- EU Law regulation (EC) 178/2002 'General Food Law'
- The Health Protection (Notification) Regulations 2010

How we store your personal information

Your information is safely stored on an access restricted Kirklees Councils secure Public Protection database.

We will keep your personal information for a period of 6 years from the date the service or activity was concluded. Anonymised, non-personal data can be retained for a longer period for trend analysis and business planning purposes, but this data would not be attributable to any individual.

We will then dispose your information by automatic deletion of data from the database.

Who we may share your 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 protect public health
- To prevent or detect crime or disorder
- To prevent environmental harm
- 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 the following, however this is not an exhaustive list:

- Other services within Kirklees Council such as Emergency Planning, Public Health
- West Yorkshire Police
- West Yorkshire Trading standards
- West Yorkshire Fire Service
- The Food Standards Agency
- Yorkshire Water
- Other Local Authorities where appropriate to do so.

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 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:
food.safety@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 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.