

## Environmental Health Customer Privacy Notice

Your Data Controller is South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA. The Data Protection Officer can be contacted at the address above, by emailing [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org).

### Why are we asking for your personal information?

We require your personal data to enable us to comply with a legal obligation and review and reconsider your application for a license by way of an appeal conducted by the Licensing Committee.

There are laws in place, (Local Government Miscellaneous Provisions Act 1982), that tell us what information we have to collect and keep. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access: you have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification: you have the right to have any inaccurate or incomplete personal data rectified.
- Right to Restriction: you have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

### Sharing your Information

We may share your personal data with Local Partner Authorities, Police, Legal, Courts, Internal/External audit, Disclosure and Barring Service, HM Revenue & Customs, Driver & Vehicle Standards Agency, Customs and Border Agency as required.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the Governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

## Retention of your Personal Information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU. We are a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting our Privacy Notice. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 07864 604221 or 01954 713318

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.