



# **Food Safety Privacy Notice**

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**This Privacy Notice was last updated in July 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Food Safety Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk).**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **Food Safety**.

Regulatory Services are responsible for the inspection and investigation of the food safety and hygiene standards of food within the Borough. They assess compliance with the relevant legislation and record Food Business Registration information. The purpose of this is to protect consumers in relation to food. Food Safety includes all stages of the production, processing, distribution and sale of food intended for human consumption.

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

In order to carry out activities and obligations as Food Hygiene we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Personal email address
- Date of birth
- Gender
- Marital status
- Bank account details
- Payroll and tax/national insurance status information

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences), criminal proceedings, outcomes and sentences

### **3. HOW WE USE PERSONAL INFORMATION**

The main purposes for processing your personal information are:

- Food Hygiene Safety applications and payments
- Investigation complaints or responding to enquiries
- Pro-active enforcement activities to ensure compliance
- For the prevention and / or detection of fraud and / or crime
- Intelligence sharing with enforcement partners
- To allow us to communicate with service users
- To fulfil a legal obligation

### **4. LEGAL BASIS FOR PROCESSING**

The legal basis we rely on for processing your personal information:

- It is necessary to comply with a legal obligation

### **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

In addition to the general reasons for information sharing described in the Council's primary privacy notice:

- The Food Standards Agency (FSA)
- Health Protection Agency
- Department of the Environment and Rural Affairs (DEFRA)
- Health and Safety Executive (HSE)
- Internal Council Departments
- Regulation Committee
- Other Local Authorities
- Office for Standards in Education, Children's Services and Skills (Ofsted)
- Care Quality Commission (CQC)
- Coroner Office
- UK Health Security Agency (UKHSA)
- Health Protection Agency
- HM Revenue and Customs
- Greater Manchester Police
- Other Organisations (where the disclosure is necessary for the purposes of the prevention)

We also collect or receive information from external parties such as:

- Members of the Public
- The Food Standards Agency (FSA)
- UK Health Security Agency (UKHSA)
- Health Protection Agency
- Health professionals, Doctors

- Office for Standards in Education, Children's Services and Skills (Ofsted)
- Care Quality Commission (CQC)
- Internal Council Departments
- Other Local Authorities and / or detection of crime)



## **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

## **7. AUTOMATED DECISIONS**

All the decisions we make about you will involve human intervention.

## **8. COOKIES**

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

## **9. YOUR RIGHTS**

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).