

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it.
This notice is for:

Leicestershire Trading Standards Service.

What Information do we need from you?

The type and amount of data that Trading Standards may collect about you will depend upon the circumstances of the case. For example, the amount of data collected about a business receiving a business inspection may be less than a business which is subject to formal investigation. Likewise, the amount of information collected may be more extensive where you are a witness or a possible suspect in a Trading Standards investigation.

Depending on the circumstances, we may collect some or all of the following information about you:

- Name, trading name, company name, date of birth, date of incorporation, gender, full contact details, email address of the business operator and the business (if different).
- National Insurance number, passport number, driving licence number and other similar identifiers.
- Information about past criminal convictions and offences, Police National Computer records, copies of police custody images and records (where relevant to an enquiry).
- Financial information, bank and building society accounts, credit and debit card details, paypal accounts.
- Electronically held information contained on devices such as computers, mobile telephones and remote or off-site electronic storage.
- Health and/ or medical data including disabilities. This may be needed to consider assistance to witnesses in giving evidence, or where we need to determine the vulnerability of a suspect prior to formal recorded interview.
- Information concerning past and current employment.
- Information from the electoral register.
- Information from other public authorities or bodies such as council tax or business rates from local authorities, HMRC tax records, police incident records, UK Border Force records relating to past and present importation of goods etc.
- Correspondence, emails, letters, and business records.
- Correspondence, emails, letters, and notes of telephone conversations between you and our staff.

Why do we need this?

We need this information to:

- Perform our statutory duties of inspection, investigation, enforcement, market surveillance and compliance monitoring.
- Detect and investigate breaches of legislation enforced by this Service and prosecute offences where this is deemed appropriate and in the public interest.
- Protect the public and legitimate businesses from the effects of unfair or fraudulent trading.
- Monitor the safety of products entering the UK port of entry located in Leicestershire and prevent dangerous and non-compliant products from entering the market place.
- Ensure compliance with legal requirements designed to protect the public concerning food labelling and information, food safety, the accuracy of weights and measures, animal feed safety & hygiene, and the health and welfare of food producing animals (food chain protection).

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using:

- Our legal obligations;
- Performance of a task carried out in the public interest or in the exercise of official authority as our lawful bases

We also need an appropriate lawful reason to process special data.

- In this case we are processing your sensitive personal data because of substantial public interest.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you our services, or if we are required to do so by law. Examples of data sharing may include:

- Other local authority Trading Standards or regulatory services including regional investigation teams and other regulators.
- The police and UK Border Force.
- Central government departments or agencies with regulatory functions and/ or data collection and reporting functions. Examples include, the Food Standards Agency, The Office for Product Safety and Standards, HMRC, DEFRA, The Animal & Plants Health Inspectorate. MHRA.

- The criminal justice system and agencies such as HM Courts & Tribunals Service, Probation Services, Victim support and witness care services. Defence solicitors, legal advisors, duty solicitors and/or Barristers. Judges and members of the Jury.
- The National Anti-Fraud Network (NAFN) which is a shared service hosted by Tameside Metropolitan Borough Council for local authorities to share information.

Information sharing will only take place where legal gateways allow this and where the data sharing is necessary to a legitimate purpose and is a proportionate response. Decisions will be made on a case by case basis.

In certain cases, your informed consent will be requested to share your information with third parties for example where we need to send your information to further sources of advice, support or information. In these cases, your consent will be our lawful basis for processing your information.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. We will retain your personal data in accordance with our organisation's record retention schedules. This is currently no more than 10 years.

What if something changes?

If the information we have collected, or you provided changes or your circumstances change, please contact Leicestershire Trading Standards Service on **0116 305 8000** or at tradingstandards@leics.gov.uk If we need to change something like who we want to share this information with, we will contact you to let you know.