

The following information applies to Food Safety Advice Service.

**Data Controller:**

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

**Data Protection Officer:**

Nicola Hesketh  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

Email: [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk)

**Retention:**

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

**Rights:** You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Information Collected**

Name  
Address  
Date of Birth  
Gender  
Contact Information  
Financial Information  
Payment Information  
Nationality

### **“Special” category Information Collected**

Criminal convictions

### **Purpose Collected**

The law says that any premises used for a food business must be registered. To store, prepare, distribute or sell food on premises you must register with us. The register allows us to keep an up-to-date list of all premises in our area so that we can visit them to carry out inspections.

We use your personal information to help us determine your eligibility and suitability to register a food business.

We also collect this information to assist us in recording and investigating complaints or concerns made about food businesses and preventing and detecting fraud or other criminal activity.

### **Legal Purpose**

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Food Safety Act 1990  
Food Safety and Hygiene (England) Regulations 2013  
Food and Environmental Protection Act 1985  
General Food Regulations 2004  
Regulation (EC) 178 / 2002  
Regulation (EC) 852 / 2004  
Regulation (EC) 853 / 2004  
Regulation (EC) 882 / 2004  
and all other relevant regulations & European Directives

Some of your information may also be used:

- to safeguard adults, and children under the Children's Act 1989
- for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5)
- to assist with debt management or to assist with the collection of money owing to the borough council such as rent, council tax, or other sundry debts
- for the detection and prevention of crime under the Crime and Disorder Act 1998 (Reformed 2014)

### **Third Parties we might share information with**

We will share your personal information with third parties where required by law or where it is necessary to administer your Housing Benefit, Council Tax Reduction or Second Adult Rebate application. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Revenues Department  
Tamworth Borough Council Community Safety Team  
Tamworth Borough Council Finance Department  
Tamworth Borough Council Audit Department  
Department for Work and Pensions  
HM Revenues and Customs  
National Fraud Initiative  
Other Government Bodies  
Published as part of a Rate My Place  
Published as part of a Public Register  
Police Authorities  
Food Standards Agency (FSA)

### **Third Parties we might gather information from**

We may gather information from third parties where required by law or where it is necessary to confirm information provided to us. Examples of the organisations we may gather information from are below, this list is not exhaustive:

Companies House  
Bankruptcy and Insolvency Register – GOV.UK  
Council Tax

### **Third-Parties Service Providers – Which third parties process my personal information?**

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

**M3** – The Council’s IT provider M3 may have to access to your personal information on occasions where there is a fault

### **How secure is my information with third-party service providers?**

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

### **More information**

Tamworth Borough Council’s Privacy Notice can be found at: <http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner’s Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.