

## **Privacy Notice: Occupational Safety Team**

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

### **Who we are and what we do**

The Occupational Safety Team is part of Durham County Council's Community Protection Service.

The Occupational Safety Team's role is two fold:

- To ensure the health, safety and welfare of people in relation activities in work places that are enforced by local authority
- To issue licences for and monitor licensable activities involving caravan sites and beauty sector
- We do this by:
  - Inspecting workplaces
  - Issuing of licences for tattooing, ear piercing and semi-permanent make up.
  - Issuing of licences for activities involving caravan sites
  - Investigating complaints
  - Investigating cases of disease or illness relating to work activities
  - Investigation of accidents in the workplace
  - Providing advice members of the public and business operators.
  - Issuing of certificates for petroleum storage.

For more information about our services, please see the Durham County Council website.

For the purposes of Data Protection, Durham County Council is the Data Controller.

### **What type of personal information do we collect and how do we collect it?**

If you are a business operator or holding a licence issued by this Service, when we inspect your business we collect the following information about you:

- Your name
- Business name (if different from the above)
- Address (including the address of the business operator if is different to the business address)
- Telephone number (including the number of the business operator if is different to the business number)
- E-mail address
- For licensed or Certificated businesses we will also collect:
  - The name(s) of your employees and their qualifications with regard to the requirements of the legislation
  - Date of birth for the licence/certificate holder
  - A current photograph of the licence/certificate holder

If you are making a complaint about a business, or you are requesting advice we collect the following information:

- Your name
- Your business name (if applicable)
- Address

- Telephone number
- E-mail address (if applicable)

We collect information about you in the following ways:

- Online forms
- Paper forms
- Telephone conversations
- Face to face meetings
- Copies of notifications
- From other agencies (for example Health and Safety Executive, or other local authorities)
- From copies of certificates
- From other people (for example people making a complaint about a business)

### **What is our lawful basis to obtain and use your personal information?**

When we collect and use your personal data we rely on one of the following:

Lawful Basis (Article 6)

- Legal obligation: it is necessary to meet a legal obligation, for example to investigate a complaint or accident.
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions: (see part four)

### **What is your personal information used for?**

The information we collect is used for the following purposes:

- To regulate businesses, and check compliance with current related legislation
- To hold business operators that fail to comply with the law to account
- To investigate complaints relating to workplace or licenced activity
- To investigate the causes of accidents or work related diseases
- To provide updates on the progress of investigations
- To offer advice and guidance to members of the public and businesses

This list is examples of work that we do and not exhaustive.

### **Will your personal information be shared?**

Following inspection of a businesses, information may be shared with other local authorities and enforcement agencies. This includes:

- The Police
- HMRC
- Health and Safety Executive
- Other Durham County Council departments for example, Planning

We share personal details relating to cases of infectious disease with Public Health England

### **How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, polices and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

### **How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services. The retention period for this service is 7 years.

### **Personal information processed outside of the European Union (EU)?**

We do not process your personal data outside of the EU

### **Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

### **What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

### **Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House

Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745