



Date Created: 03/04/2019
Date Published: 03/04/2019
Version Number: 1.00

Service Area: Environmental Health

Work Area: Regulation

Contact Details: 01443 811301

FoodHealthSafety@CAERPHILLY.GOV.UK

Privacy Notice Name: Communicable Disease

Description of Privacy Notice: This privacy notice will explain how Caerphilly County Borough Council's Environmental Health Group will use the information you have provided about yourself (personal data) when the Environmental Health Group have contacted you in relation to a Communicable Disease.

How we will use your information

Source and type of information being processed

Caerphilly County Borough Council's Environmental Health Group is responsible for the investigation of certain communicable diseases which are notified to Environmental Health via Public Health Wales (PHW), GP surgeries or of alleged food poisonings via a member of the public or neighbouring local authorities.

This information can be notified to the Environmental Health Group by the following pathways:

- via PHW's notification system (Tarian)
- in paper format from a GP surgery
- by telephone/email from a member of the public or
- via a neighbouring local authority

Categories of personal data obtained

If Caerphilly County Borough Council's Environmental Health Group receives a communicable disease notification about you this section will explain the categories of personal data that may be recorded by us:

- Name
- Address
- Date of birth
- Contact Details
- Nature of communicable disease
- Nature of employment
- Household contacts
- Food history
- Risk activities associated with the communicable disease

- Infection control advice given

Source of the personal data

The source of this information is via Public Health Wales' Tarian communicable disease notification system or via the GP surgery.

Purpose and legal basis for using your information

Purpose of processing

1. To protect public health.
2. To investigate and control communicable diseases reported within the community.
3. To liaise with the Consultant in Communicable Disease Control to provide advice on control measures.
4. To try to establish a source of the communicable disease.
5. To investigate compliance with Environmental Health legislation.
6. To prevent recurrences of communicable diseases.
7. For statistical analysis and returns.
8. To contact you in relation to Business Satisfaction surveys.

Legal basis for processing

There is a public task requirement on public authorities to process your information as detailed below:

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Data Protection legislation provides extra protection for certain classes of information called 'special category personal data'. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

- 6 (1) This condition is met if the processing—
 - (a) is necessary for a purpose listed in sub-paragraph (2), and
 - (b) is necessary for reasons of substantial public interest.
- (2) Those purposes are—
 - (a) the exercise of a function conferred on a person by an enactment or rule of law;
 - (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The main user of your information will be the Environmental Health Group in order to investigate and control communicable diseases within the community. The data collected will be referred back to Public Health Wales through the Tarian notification system.

Details of any sharing of your information with other organisations

- Your data will be shared with the Public Health Wales/Communicable Disease Surveillance Centre for the purposes of investigation and control of communicable diseases, and for analysis, surveillance and determination of trends.
- Your details may be shared with law enforcement bodies purposes of the prevention or detection of crime or the apprehension or prosecution of offenders.
- Your details may be shared with other Local Authority Environmental Health Services (Including Regional or National Teams) who may be in a better position to assist you or take formal action in relation to breaches of Environmental Health legislation.
- Your details will be shared with the Courts if criminal or civil proceedings are initiated as a result of formal action.

Details of any external data processors

Data will be processed by Public Health Wales for surveillance and statistical analysis.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

In relation to information on adults this will be retained for 6 years and for children 6 years from the date of their 18th birthday in line with the Caerphilly CBC Public Protection Document Retention Policy.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council's Environmental Health Group will use your information in order to investigate and control communicable diseases reported within the community in order to protect public health. The legal basis for processing this information is public task.

Your data will be shared with the Public Health Wales/Communicable Disease Surveillance Centre for the purposes of investigation and control of communicable diseases, and for analysis, surveillance and determination of trends.

If the Environmental Health Group takes formal action through the courts in relation to an outbreak of communicable disease then your details will be shared with Her Majesty's Courts and Tribunals Service (HMCS).

Information we receive will be kept for 6 years for adults and 6 years from the date of their 18th birthday for children, in line with the Caerphilly CBC Public Protection Document Retention Policy.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)