

## **Trading Standards Service**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Family details</li><li>• Investigation reports</li><li>• Employment records</li><li>• Lifestyle/social circumstances</li><li>• Occasional visual images/recordings</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Occasionally, relevant health information</li></ul>
<b>3. Reasons why we use your personal data</b>	To provide a Trading Standards Service for the City of London, including the following purposes: <ul style="list-style-type: none"><li>• To coordinate, investigate and respond to complaints and enquiries received from consumers and businesses, and take enforcement action where necessary.</li><li>• To carry out inspections of businesses to ensure that goods and services are offered in accordance with consumer protection legislation.</li><li>• To take enforcement action against non-compliant businesses in accordance with the Port Health &amp; Public Protection Enforcement Policy.</li><li>• To provide advice under Primary Authority arrangements to national companies based in the City of London.</li></ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• It is necessary for compliance with legal obligation.</li><li>• It is necessary for the performance of a task carried out in the public interest.</li><li>• The processing of any special category data is necessary for reasons of substantial public interest.</li></ul>
<b>5. Who we can share your personal data with</b>	Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:

	<ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Other local authorities</li> <li>• Law enforcement agencies</li> <li>• Central government departments</li> <li>• National MEMEX and IDB Trading Standards intelligence databases</li> <li>• The Primary Authority Company</li> <li>• Any other business with a connection to the complaint</li> </ul>
<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing, but the general retention period is 6 years.
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable

## Air Quality Team

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Employment status</li> <li>• Name of employer</li> <li>• Job title</li> </ul>
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	<p>To ensure that the City of London complies with statutory air quality responsibilities and to reduce the impact of poor air quality on public health, including:</p> <ul style="list-style-type: none"> <li>• To undertake community engagement to deliver the CoL's Air Quality Strategy.</li> <li>• To circulate a regular Air Quality newsletter to subscribers.</li> </ul>

	<ul style="list-style-type: none"> <li>• To run regular idling engine action days with a range of stakeholders, with the support of community volunteers.</li> <li>• To develop the 'Business Air Quality Champions' grant scheme, including assessing and approving applications for projects.</li> <li>• To review and authorise applications for chimneys under the Clean Air Act 1993.</li> <li>• To carry out inspection visits in order to regulate prescribed processes under the Environmental Permitting (England and Wales) Regulations.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• You have provided explicit consent.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary to comply with a legal obligation.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with consultants or contractors who we appoint to provide the following services on our behalf:</p> <ul style="list-style-type: none"> <li>• Idling engine action days;</li> <li>• The Business Air Quality Champions grant scheme;</li> <li>• Inspection visits to regulate prescribed processes under the Environmental Permitting (England and Wales) Regulations.</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary; this depends upon the purpose of the processing.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>The names and email addresses of subscribers are shared with Mailchimp, a company based in the USA, which is used for the electronic distribution of our Air Quality newsletter.</p>

## Animal Health & Welfare

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Employment/occupation details</li><li>• Education/qualification details</li><li>• Passport number and/or driving licence details (for identification purposes)</li><li>• Investigation reports</li><li>• Lifestyle/social circumstances</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Occasionally health information</li><li>• Occasionally details of criminal convictions</li><li>• Any other special category personal data that you provide voluntarily</li></ul>
<b>3. Reasons why we use your personal data</b>	To provide an Animal Health Service for Greater London and other local authorities within London and the Home Counties (the service is provided on a contract basis on behalf of other local authorities), including the following purposes: <ul style="list-style-type: none"><li>• To carry out visits and inspections of, and issue licences to, pet shops, zoos, farms, animal exhibits, dog breeding, animal boarding and riding establishments.</li><li>• To offer advice on the keeping of dangerous wild animals.</li><li>• To take enforcement action in relation to these activities as necessary.</li><li>• To deal with reports of illegally imported animals.</li><li>• To deal with reports of animal cruelty and concerns about animal welfare.</li><li>• To provide training events and courses on animal health and welfare.</li><li>• To provide advice under Primary Authority arrangements to businesses with which the service is partnered.</li></ul>

<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• You have given your explicit consent.</li> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul> <p>Criminal convictions:</p> <ul style="list-style-type: none"> <li>• Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities, i.e. we have your consent, we have a legal obligation, we have a contract with you, to protect your vital interests, to carry out a public task or for our legitimate interests (only available to non-public functions).</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Contracted local authorities</li> <li>• Law enforcement agencies</li> <li>• RSPCA</li> <li>• Central government departments (e.g. Defra; Animal and Plant Health Agency (APHA))</li> <li>• Healthcare and social welfare organisations</li> <li>• Expert witnesses</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Your personal data would only be transferred to other countries or relevant international organisations if it is necessary for the purpose of an investigation we have a duty to carry out.</p>

## **Billingsgate Market**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Employment details</li><li>• Investigation reports</li><li>• Visual images and recordings</li><li>• Vehicle registration number</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Health information</li></ul>
<b>3. Reasons why we use your personal data</b>	To operate and manage Billingsgate Fish Market, including the following purposes: <ul style="list-style-type: none"><li>• To receive notification of incidents and accidents that occur at the market site, record the details, report and investigate as appropriate.</li><li>• To administer the Fork Lift Truck Operator permit scheme, ensuring licences are valid and up to date.</li><li>• To receive and respond to complaints and general enquiries related to the market and its operations, including maintaining a waiting list for prospective tenants.</li><li>• To process payments and applications for car park season tickets, including maintaining a waiting list for prospective season ticket holders.</li><li>• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.</li><li>• To maintain an up to date directory of market tenants in order to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.</li></ul>

	<ul style="list-style-type: none"> <li>• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary for the purposes of the legitimate interests of the controller.</li> <li>• The processing of any special category data is necessary for reasons of substantial public interest.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Law enforcement agencies</li> <li>• Third party insurance and legal representatives acting on behalf of data subjects</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.</p>

## **New Spitalfields Market**

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Job title</li> <li>• Employment details</li> <li>• Qualifications details</li> </ul>
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	<ul style="list-style-type: none"> <li>• Investigation reports</li> <li>• Visual images and/or recordings</li> <li>• Driving licence details</li> <li>• Personal vehicle details (captured by ANPR system)</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"> <li>• Health information</li> </ul>
<b>3. Reasons why we use your personal data</b>	<p>To operate and manage New Spitalfields Market, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To maintain an up to date directory of market tenants in order to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.</li> <li>• To administer the Fork Lift Truck Operator permit scheme, ensuring licences are valid and up to date.</li> <li>• To receive notification of incidents and accidents that occur at the market site, record the details, report and investigate as appropriate.</li> <li>• To issue, and administer payment of, fixed penalty notices (FPNs) for breaches of the Tenant's Working Manual and site rules.</li> <li>• To receive and respond to complaints and general enquiries related to the market and its operations.</li> <li>• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.</li> <li>• To maintain the security of the site by controlling entry and maintaining a record of visitors.</li> <li>• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with legal obligation.</li> <li>• It is necessary for the purposes of the legitimate interests of the controller.</li> </ul>

	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• The processing of any special category data is necessary for reasons of substantial public interest.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL Departments</li> <li>• Law enforcement agencies</li> <li>• DVLA</li> <li>• Third party insurance and legal representatives acting on behalf of data subjects</li> <li>• The contractor appointed to provide FLT training, testing and certification services on behalf of the CoL.</li> <li>• The contractor appointed to provide a car parking management service on behalf of the CoL.</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.</p>

## **Smithfield Market**

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Job title</li> <li>• Employment details</li> <li>• Qualification details</li> <li>• Visual images and/or recordings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Investigation reports</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<p><b>2. What special category data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Health information</li> </ul>
<p><b>3. Reasons why we use your personal data</b></p>	<p>To operate and manage Smithfield Meat Market, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To maintain an up to date directory of market tenants and other relevant contacts in order to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.</li> <li>• To administer the Fork Lift Truck Operator permit scheme, ensuring licences are valid and up to date.</li> <li>• To receive notification of incidents and accidents that occur at the market site, record the details, report and investigate as appropriate.</li> <li>• To issue fixed penalty notices (FPNs) for contraventions of legislation in relation to smoking and litter.</li> <li>• To receive and respond to complaints and general enquiries related to the market and its operations.</li> <li>• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.</li> <li>• To carry out marketing activities to encourage use of the public car park.</li> <li>• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with legal obligation.</li> <li>• It is necessary for the purposes of the legitimate interests of the controller.</li> <li>• The processing of any special category data is necessary for reasons of substantial public interest.</li> </ul>

<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Law enforcement agencies</li> <li>• Third party insurance and legal representatives acting on behalf of data subjects</li> <li>• Smithfield Market Tenants Association</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.</p>

## **Commercial Team (Food Safety and Health & Safety)**

<p><b>1. What personal data is collected about you</b></p>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Job title</li> <li>• Name of employer</li> <li>• Employment records</li> <li>• Qualification details</li> <li>• Lifestyle/social circumstances</li> <li>• Occasional visual images or recordings</li> <li>• Investigation reports</li> <li>• Opinions about data subjects</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<p><b>2. What special category data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Health information</li> <li>• Occasionally Trades Union membership</li> </ul>

	<ul style="list-style-type: none"> <li>• Any other special category personal data that you provide voluntarily</li> </ul>
<p><b>3. Reasons why we use your personal data</b></p>	<p>Enforcement of legal requirements relating to food safety and health &amp; safety arising from the activities of commercial businesses, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To undertake a range of food hygiene, food standards and health &amp; safety proactive interventions across all relevant businesses.</li> <li>• To coordinate, investigate and respond to complaints relating to the activities of City businesses in respect of food safety and health &amp; safety.</li> <li>• To carry out investigations into reports of infectious disease and work-related illness and undertake food sampling work.</li> <li>• To enforce odour nuisance legislation in relation to City food businesses.</li> <li>• To investigate accidents, dangerous occurrences and deaths which occur in workplaces which the CoL has a duty to regulate.</li> <li>• To enforce aspects of health and safety legislation and food standards and hygiene controls in relevant premises at, and in vehicles visiting, Smithfield Market.</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary to protect the vital interests of the data subject (or others).</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Food Standards Agency (FSA)</li> <li>• Other local authorities</li> <li>• Public analysts</li> <li>• Public Health England (PHE)</li> </ul>

	<ul style="list-style-type: none"> <li>• Central government departments (e.g. HSE; DVLA)</li> <li>• Law enforcement agencies (e.g. police)</li> <li>• Expert witnesses</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p> <p>Generally, data is retained for a maximum of 6 years. However, a longer retention period may be necessary in certain instances, such as investigations of work related deaths or incidents of asbestos exposure.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Your personal data will only be transferred to other countries if you are based overseas.</p>

## **Heathrow Animal Reception Centre**

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Education/qualification details</li> <li>• Visual images and recordings (CCTV)</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"> <li>• Health information (e.g. in relation to customers with disabilities/those with assistance animals; and for meeting specific access requirements of visitors).</li> <li>• Any other special category personal data that you provide voluntarily.</li> </ul>
<b>3. Reasons why we use your personal data</b>	<p>To operate the Heathrow Animal Reception Centre (the Border Inspection Post for live animals at Heathrow Airport), including:</p> <ul style="list-style-type: none"> <li>• To provide temporary accommodation for animals transiting through Heathrow.</li> <li>• To check that imported animals, and their paperwork, comply with the requirements of The Pet Travel Scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>• To check that animal shipments are packed according to International Air Transport Association (IATA) requirements.</li> <li>• To take enforcement action in relation to these activities as necessary.</li> <li>• To host visits to, and tours of, the Heathrow Animal Reception Centre.</li> <li>• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL Departments</li> <li>• Central government departments (e.g. Defra; Animal and Plant Health Agency; HMRC; Department for Transport)</li> <li>• Law enforcement agencies</li> <li>• UK Border Force</li> <li>• 3rd party insurance and legal representatives acting on behalf of data subjects</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Where necessary and relevant, personal data is occasionally shared with veterinarians based overseas who have treated animals being imported into the UK.</p>

## Licensing Service

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Employment details</li><li>• Qualification details</li><li>• Photographs</li><li>• Any other personal information that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Occasionally, health information if you provide it voluntarily</li><li>• Occasionally, details of criminal convictions</li></ul>
<b>3. Reasons why we use your personal data</b>	To provide a Licensing service for the City of London, including the following purposes: <ul style="list-style-type: none"><li>• To process applications for and issue licences/ permissions for activities including: sales of alcohol; regulated entertainment; massage and other special treatments; gambling; street trading; charity collections; small lotteries; sexual entertainment venues; tables and chairs on the public highway.</li><li>• To take enforcement action as necessary to ensure compliance with appropriate licensing legislation.</li><li>• To consider representations made in opposition to, or in support of, applications for new licences, or variations to existing licences. To consider applications for review of current licences.</li><li>• To coordinate, investigate and respond to complaints about licensed premises.</li><li>• To administer the City of London's Late Night Levy Scheme.</li><li>• To administer the City of London's 'Safety Thirst Award' Scheme.</li></ul>

<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary to comply with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest</li> <li>• The processing of any special category data is necessary for reasons of substantial public interest.</li> <li>• Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities.</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other City of London departments</li> <li>• City of London Police</li> <li>• Central Government agencies</li> <li>• The licence holder/applicant</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Not applicable</p>

## **Pollution Control Team**

<p><b>1. What personal data is collected about you</b></p>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Family details</li> <li>• Investigation reports</li> <li>• Lifestyle/social circumstances</li> <li>• Visual images</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
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<p><b>2. What special category data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Health information</li> <li>• Occasionally details of criminal convictions</li> <li>• Any other special category personal data that you provide voluntarily</li> </ul>
<p><b>3. Reasons why we use your personal data</b></p>	<p>For the enforcement of noise, nuisance and private sector housing legislation, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To coordinate, investigate and respond to environmental complaints and service requests, including those about housing and nuisance issues such as noise, dust and lighting, drainage defects and odours.</li> <li>• To licence houses in multiple occupation (HMOs).</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• The processing of any special category data is necessary for reasons of substantial public interest.</li> <li>• Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities.</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Law enforcement agencies</li> <li>• Housing providers</li> <li>• The name of the applicants and the addresses of licensed HMOs are included on a public register as required by the Housing Act 2004.</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Not applicable</p>

## **London Port Health Authority (LPHA) Launch Service**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Visual images and recordings</li></ul>
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	To operate the LPHA Launch Service, including the following purposes: <ul style="list-style-type: none"><li>• To provide Royal Yachting Association (RYA) certified power boat training courses.</li><li>• The use of CCTV at the River Divisional Office to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li></ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• It is necessary for the purposes of legitimate interests of the controller.</li></ul>
<b>5. Who we can share your personal data with</b>	The personal data of participants in RYA training courses is shared with the Royal Yachting Association.
<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing and any relevant statutory requirements. CCTV footage is automatically deleted after 60 days. Any footage burned to disc is securely destroyed when it is no longer needed.
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable

## **London Port Health Authority (LPHA)**

### **Food & Animal Feed Service and Shellfish Controls**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Employment details</li><li>• Family details</li><li>• Investigation reports</li><li>• Lifestyle/social circumstances</li><li>• Visual images</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	If relevant to the purpose of the processing or a specific investigation: <ul style="list-style-type: none"><li>• Health</li><li>• Racial or ethnic origin</li><li>• Sex life</li><li>• Religious beliefs (for identifying any specific access, allergy or dietary requirements)</li><li>• Any other special category personal data that you provide voluntarily</li></ul>
<b>3. Reasons why we use your personal data</b>	To operate the LPHA Food and Animal Feed Service and to carry out shellfish controls within the LPHA district, including the following purposes: <ul style="list-style-type: none"><li>• To operate the Border Control Posts at London Gateway Port, Port of Tilbury and Thamesport.</li><li>• To monitor food or animal feed imports at any of the ports within the district, including organic produce; illegal, unreported and unregulated fishing; articles in contact with food.</li><li>• To carry out documentary, identity and physical checks, and take samples for chemical analysis and microbiological examination, of imported</li></ul>

	<p>consignments of Products of Animal Origin (POAO) and products Not of Animal Origin (NAO).</p> <ul style="list-style-type: none"> <li>• To carry out controls of infectious disease and food poisoning, including premises, vessels and aircraft, and take enforcement action where necessary.</li> <li>• To carry out environmental health controls including statutory nuisance, environmental permitting (IPPC), and approved premises.</li> <li>• To control shellfish harvesting areas, including sampling for classification and biotoxin analysis.</li> <li>• To provide a pest control service in the Port of Tilbury.</li> <li>• To coordinate and host visits to, and tours of, the Ports of Tilbury and London Gateway.</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation</li> <li>• It is necessary for the performance of a contract</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> <li>• The data subject has given explicit consent.</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Other local authorities</li> <li>• Central government departments</li> <li>• Law enforcement agencies.</li> <li>• Healthcare professionals and organisations.</li> <li>• Occasionally shared with the Association of Inshore Fisheries and Conservation Authorities (IFCA) (in relation to shellfish controls)</li> <li>• The Port Operators (in relation to visitors to the port)</li> </ul>

<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing and any relevant statutory requirements.
<b>7. Situations when your personal data might be sent to other countries</b>	Where you or any companies involved in the processing activity are based overseas.