



# Environmental Education and Enforcement Privacy Notice

Document control		
Document title	Environmental Education and Enforcement Privacy Notice	
Purpose		
Author		
Date of publication	06.08.19	
Valid until	06.08.20	
Owner/responsibility	Sandra Green	
Distribution	Lan Consent/Other	
Version	Date	Comments
Version 1.0		
Version 2.0	06.08.19	



## **(Environmental Education and Enforcement Privacy Notice)**

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

Our core obligations under the General Data Protection Regulation (GDPR) and commitments are set out in the [Council’s Primary Privacy notice](#). **This notice provides additional privacy information for:**

- residents and businesses of the borough
- those against whom civil or criminal enforcement action may be taken.

**It describes how we collect, use and share personal information about you:**

- before, during and after your relationship with us ends and
- the types of personal information we need to process.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

**The personal data we collect:**

- Name
- Address
- D.O.B.
- Images (via Body Worn Cameras)
- Financial Details.

**Why are we processing your personal data?**

The service will use any data collected for the following purposes:

- Environmental crime enquiries
- The issuing of fixed penalty notices and other legal notices for the enforcement of environmental contraventions and other associated investigation/enforcement purposes including:
  - Waste Accumulation Investigations
  - Fly Tipping Investigations
  - Littering Enforcement
  - Dog Fouling Enforcement
  - Road Side Vehicle Inspections (in joint operations with Police.

**The legal bases we rely on for processing your personal information are:**

Public task in the public interest and legal obligation – when it is necessary to perform our duties and official functions under relevant legislation and associated statutory guidance including but not limited to:

- Environmental Protection Act 1990

- Dog (Fouling of Land) Act 1996
- Anti-social Behaviour, Crime, and Policing Act 2013
- Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016
- The Microchipping of Dogs (England) Regulations 2015.

### **Who will we share your personal data with?**

The data you provide may be disclosed to other enforcement agencies for enforcing environmental contraventions or to agents of the Council during the course of debt collection. It may also be disclosed to other departments within the Council or external parties, such as the police and judiciary, for related enforcement purposes or where necessary for the prevention or detection of crime or as required by law.

### **Data retention**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records management policy to fulfil legal, statutory and regulatory requirements.

### **Rights of access, correction, erasure, and restriction**

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it (right to be forgotten).
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **Your rights**

In addition to the above you have legal rights in relation to your personal information you have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

You should also refer to the Council's Body Worn Video Code of Practice which can be found at:

The [Closed Circuit Television](#) webpage should be read in conjunction with this document.

To ask for access to your information you should contact [Closed Circuit Television](#) (for Body Worn Camera/CCTV images)

[subjectaccess@wigan.gov.uk](mailto:subjectaccess@wigan.gov.uk) (for all other data)

### **Data protection officer**

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

### **Changes to this privacy notice**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.