



Privacy Notice – Suffolk Coastal Port Health Authority

Introduction

Suffolk Coastal Port Health Authority (SCPHA) have provided this privacy notice to help you understand how we collect, use and protect your information whilst we enforce legislative provisions for Products of Animal Origin (POAO) and Non-Animal Origin (NAO) imports and exports.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Definitions

Personal Data means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

Special Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

Data Controller determines the purposes and means of processing personal data.

Data Processor is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

Who we are

SCPHA is part of East Suffolk Council. The Port Health Authority is responsible for a district referred to as the Port of Orwell Haven which includes the Port of Felixstowe.

The Council is the 'data controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your

information. If you want more information regarding the services delivered, please go to our [website](#).

The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.

We are a statutory service and carry out all of our obligations in accordance with the relevant acts set out by Parliament and statutory instruments which create the need for those services. These include (but are not limited to)

Prevention of Damage by Pests Act 1949 Part 1, Public Health (Control of Disease) Act 1984, Water Industry Act 1991, The Public Health (Ships) Regulations 1979, The Health Protection (Local Authority Powers) Regulations 2010, The Agriculture Act 1970, The Hydrogen Cyanide (Fumigation of Buildings) Regulations 1951 and the Hydrogen Cyanide (Fumigation of Ships) Regulations 1951, The Medicines Act 1968 and any Regulations made thereunder, The Olive Oil (Marketing Standards) Regulations 2003, European Communities Act 1972, Official Feed and Food Controls (England) Regulations 2009, Trade in Animals and Related Products Regulations 2011, The General Food Regulations 2004, The Sea Fishing (Illegal Unreported and Unregulated Fishing) Order 2009, Food Safety Act 1990 (as amended), Food Safety & Hygiene (England) Regulations 2013, The Food Safety (Ships and Aircraft) (England) Order 2003, The Meat (Enhanced Enforcement Powers) (England) Regulations 2000, The TSE (England) Regulations 2010, Food Information Regulations 2014, The Organic Products Regulations 2009, The Spirit Drinks Regulations 2008, The Natural Mineral Water Spring Water and Bottled Drinking Water (England) Regulations 2007, The Materials and Articles in Contact with Food (England) Regulations 2012, The Plastic Materials and Articles in Contact with Food (England) Regulations 2010, The Contaminants in Food (England) Regulations 2013, The Specified Products from China (Restriction on First Placing on the Market) (England) Regulations 2008 (as amended), The Genetically Modified Organisms (Traceability and Labelling)(England) Regulations 2004, The Kava Kava in Food (England) Regulations 2002, The Food Additives, Flavourings Enzymes and Extraction Solvents (England) Regulations 2013, The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011, Animal By-Products (Enforcement) (England) Regulations 2013, The Food Irradiation (England) Regulations 2009 (as amended).

The Data Protection Officer for ESC is Siobhan Martin, Head of Internal Audit, and can be contacted at dataprotection@eastsoffolk.gov.uk

How the law protects you

UK GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

Our Responsibilities

UK GDPR provides us with main responsibilities for processing personal data. All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with UK GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

Your Rights

The UK GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.

For further information on your rights, please see the [East Suffolk website](#).

Your responsibilities

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

When do we collect information about you?

We collect information about you from different places, including:

- Official import, export and vessel documentation that you have submitted to us as an organisation
- Email enquiries made to your organisation
- Information you provide to us on the website in order to receive News and Technical updates from us
- You
- Other local Authorities
- Government department and agencies

What information do we maintain?

The information about you which we will maintain will include:

- Name
- Age
- Gender
- Nationality
- Company name
- Email address
- Postal address

How do we use your information?

We will be using your information to:

- Contact you with regards to consignments that you are responsible for.

We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).

We use systems to make automated decisions about consignments. This helps us to make sure our decisions are quick, fair, efficient and correct based on what we know.

How long do we keep your information?

We will hold your personal information for 3 years plus current year.

Data Sharing

We will share your personal information with:

- We have an obligation to share information about non-compliant consignments with other statutory authorities
- Animal and Plant Health Agency (APHA), Department for Environment, food and Rural Affairs (DEFRA)
- Agents and importers acting on your behalf
- Other law enforcement agencies
- Maritime Declaration of Health shared with your shipping line/employer
- Other local authorities
- Other departments within East Suffolk Council
- Government Agencies
- Public Health England, registered medical practitioners and diagnostic laboratories

Transferring your information overseas

Currently, we do not transfer any personal information outside of the European Economic Area (EEA).

National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).