Our core data protection obligations and commitments are set out in the council’s [Primary Privacy Notice](#) and on our website at [Data Protection legislation](#).

**Service Name:** Regulatory Services

This notice provides additional privacy information for personal data we collect in relation to Salford’s Businesses, residents and employees.

**Purpose**

We collect or obtain your personal information for the following purposes:

For some of our services, we need to use your personal data so we can get in touch, or provide a service to you. We can also use your personal data under many different Statutory duties including the Health and Safety at Work etc Act 1974, Food Safety and Hygiene (England) Regulations 2013 (as amended), Local Government (Miscellaneous Provisions) Acts 1976 and 1982, Animal Welfare Act 2006, Health Protection Regulations 2010 and Environmental Protection Act 1990. In many cases the law says we must or we can process your data and we can do so without your consent or permission.

For some services we process your data under a contract e.g. a commercial pest control contract.

**Categories of Personal Data**

As a local authority the Council delivers a number of services. To do this we need to collect and process your personal data that we receive from you for example:

- If you apply for a Council service
- If you report something
- If you make a complaint
- If you want to pay for something
- If you apply for a job at the Council.

We will aim to collect the minimum amount of personal data that we need you to provide to process your request. We will process all personal data lawfully, fairly and transparently. However, sometimes we may receive information from other sources such as the police, fire service or other government agencies if they are undertaking investigations.

As well as information collected directly from you, we also obtain or receive information from:

Other organisations such as government bodies, the police, fire service, health and social care organisations, housing associations and landlords, and educational establishments. We may also collect information from other residents and businesses including copies of advertisements, business pages or social media.

**Legal Basis**

The legal basis for processing your personal information is to deliver statutory functions or services.
Information sharing/recipients

We will sometimes need to share information with other Council Services as well as other organisations such as government bodies, the police, fire service, health and social care organisations, housing associations and landlords, and educational establishments.

We will only share information with these organisations where it is appropriate and legal to do so. We may also share information, for example, if there is a risk of serious harm or threat to life, for the prevention and detection of crime, assessment of any tax or duty or if we are required to do so by any court or law. Where this is necessary, we are required to comply with all aspects of the Data Protection Act.

Automated Decisions

For this service we may make automated decisions about your inclusion in targeted business communications that are related to yourself such as provision of revised food safety advice to individuals running food businesses.

Data retention/criteria

We will keep you information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years. More information on our retention schedule can be found online.

Your rights

Information about the following is accessible in our guide on exercising your rights specifically:

- exercising your rights
- contacting our DPO
- raising a concern with us, or
- making a complaint to the Information Commissioner

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details www.salford.gov.uk/gdpr