

Privacy notice – Pest Control

Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS.

The Pest Control Section of Derby City is committed to protecting and respecting your privacy when you use our services. This privacy policy states out how and when we use any personal information in order to be able to assist you with your request or to enable us to investigate fully. Some of this information will be recorded and stored on our systems.

How do we collect information from you?

We collect information from you when you visit www.derby.gov.uk; also when you contact us using our on line booking tool, in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name, address, email address and telephone number), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

We receive information and referrals that include personal data from a wide range of partners such as Derby Homes and Housing Associations etc. We also receive similar information from members of the public.

How is your information used?

In accordance with our fulfilment of our public tasks, we use the information collected to enable us to contact you in relation to a domestic, commercial or commercial contract pest control service. The information may be used to undertake an effective pest control treatment and provide advice and information.

We may also process your information when you contract us to fulfil a pest control service.

We will not use your information for marketing purposes.

Research & Statistics

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.



Who has access to your information?

We do not share your information with anyone else unless we are required to do so by law or it is necessary to provide our services to you. We may share your information with the following:

Internal:

Food & Safety – if your enquiry concerns issues that our colleagues may be able to assist you with, for example food hygiene in commercial premises.

Private Sector Housing – we may share information regarding items of disrepair and pest infestation etc

Trading Standards – we will pass on information to enable them to meet their statutory obligations.

Social Services – we may share information concerning safeguarding issues for individuals or families.

External:

Public Health England – we share your information to meet their statutory obligations, especially relating to public health issues.

Health and Safety Executive – we may share information, in connection with a business operation regulated by the HSE.

Derby Homes/Housing Associations – we may share information in connection with an investigation of housing premises of area of land.

Environment Agency – we may share information during a treatment regarding land drainage.

Severn Trent Water – we may share information if there is a drainage/sewerage issue.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation to the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to challenge automated decisions - you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018.



What security precautions are in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer:

By post: Information Governance, The Council House, Corporation Street, Derby, DE1 2FS

By phone: 01332 640763

By email: Data.protection@derby.gcsx.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk.

