



Lewes District Council



Working in partnership with **Eastbourne Homes**

Privacy Notice for Newhaven Port Health Authority

Why we are collecting your data

Eastbourne and the Lewes District is home to many businesses supplying products locally, regionally, and nationally.

Local Authority Export Health Certificates are sometimes required by the government of the importing country. They are often requested by the import agent or the importer as part of their traceability and food safety management systems.

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data from you to process your application for an Export Health Certificate.

What is the legal basis for processing this data?

The lawful basis we rely on for using your personal information is Article 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

What we collect

We may collect the following information:

- Contact information including name, business name, address, email address, date of birth and telephone number.

Who will your information be shared with?

We may disclose information to third parties where it is necessary, either to comply with a legal obligation, or where permitted under data protection legislation. This could include but not limited to.

- Department for Food and Rural Affairs (DEFRA)
- Animal Plant Health Agency (APHA)
- Food Standards Agency (FSA)
- Borderforce
- HRMC
- Public Health England
- We may disclose information to third parties such where it is necessary, either to comply with a legal obligation, or where permitted under data protection laws

- We may also be required to send your data overseas as sometimes we need to contact the competent authority or export health certificate signatory, or analyst certificate signatory in the country of origin. In addition, if we send an imported product for analysis some analysis of samples may be conducted overseas.
- If your Export Health Certificate is required for fishery products, these will be produced via the EHOnline portal which is administered by APAH.

We will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Make decisions about you based on automated processing.

How long will we hold your data for?

Your customer and business information will be kept for 7 years from the date of your application.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Links to other websites

This privacy notice does not cover the links within this site to other websites. Once you have used these links to leave our site you should note that we do not have any control over that other website. We, therefore, cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites. You should exercise caution and read the privacy notice applicable to the website you visit.

Your rights

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Identity of Data Protection Officer

Oliver Dixon, Senior Lawyer

Contact details

Eastbourne Borough Council, Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000