

# PRIVACY INFORMATION

## Investigations / Enforcement Action

### Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

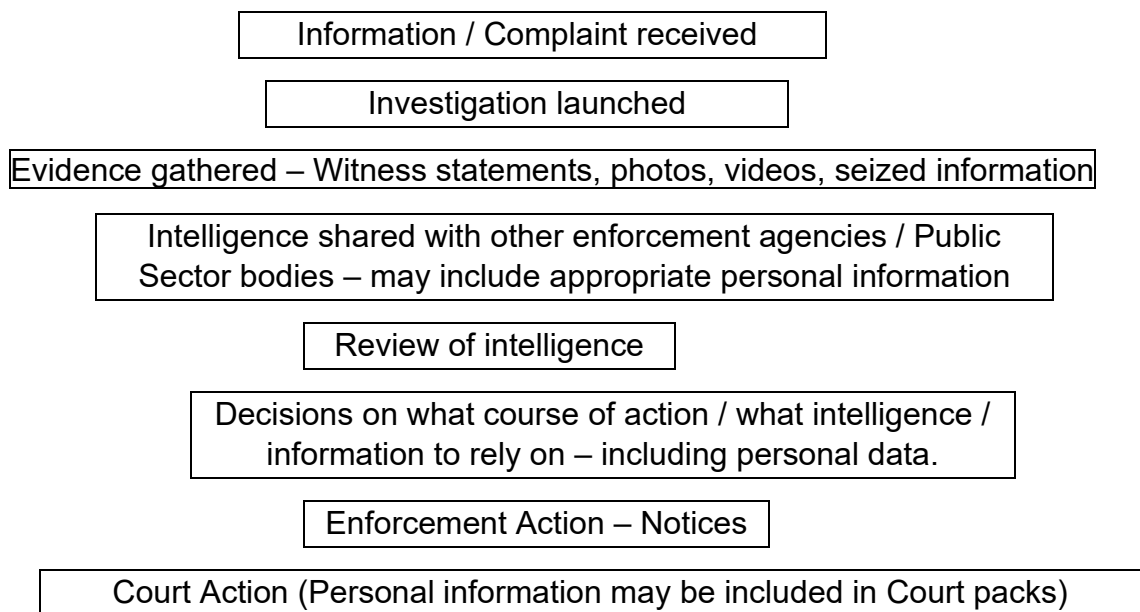
### Your Information

This Privacy Information relates to the personal information we have collected, and may collect during any investigation including but not exclusive to witness statements provided to us to support investigations or information seized from or recovered from seized property. It may also include information provided to the local authority by its partners.

At all times we will ensure that your information is used according to the UK Data Protection laws.

### Investigations

The following flow chart gives an indication of the stages an investigation goes through and whilst it is not exhaustive it may help explain what we will do with your information and when.



### How we'll use your information

We'll use your information to support the investigation / action being pursued and this may include sharing the information, when appropriate, with partners to aid and support our work.

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### Who we can share your information with

In order to investigate fully and ensure that enforcement action is appropriate and proportionate we may share your information with the following:

- Other South Gloucestershire Council departments
- Police
- National Crime Agency
- Customs & Excise
- DVLA
- Border Agency
- Fire and Rescue Service
- Food Standards Agency
- Environment Agency
- DEFRA
- Rural Payments Agency
- British Cattle Movement Service
- Other Government Departments / agencies
- National Trading Standards
- Trading Standards South West
- Other Local Authority Services

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

### How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#). We may retain anonymised information about the service we provided to help us improve our services in the future.

### Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

### Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

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If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.