

## **Privacy Notice – Food Premises Registration**

East Lindsey District Council is a Data Controller and can be contacted at: Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Tel 01507 601111. The Data Protection Officer can be contacted at the same address or on 01507 613409 or by Emailing:

[DataProtection@e-lindsey.gov.uk](mailto:DataProtection@e-lindsey.gov.uk)

We are collecting your personal data as you have notified us that you are either opening a new or taking over a food business within our district. It is a legal requirement that you provide us with the information requested in order for us to register you as a food business operator.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113

If you do not provide the information to us where this is requested then we will not be able to process your registration and you may be operating illegally.

For further information on our Data Protection Policies please go to our website.