

Privacy Notice for Port Health

Service description

Dover District Council is a Port Health Authority responsible for protecting public and animal health at the Port of Dover. Dover Port Health Authority undertakes a range of health controls including checks on imported food including products of animal origin, foods not of animal origin and plastic kitchenware at the Border Control Post (BCP). Officers check compliance with regulations, safeguard animal and public health and help ensure only products that are safe to eat enter the food chain.

The official controls that take place include handling and processing documentation and issuing fees and charges for the checks which **may** involve personal information. Information processed most of the time is commercial data, however on occasion this may involve the processing of individuals personal data.

Processing activity

For Dover Port Health Authority to carry out checks, it may be necessary for us to collect and hold personal information. This information will vary and depend on the purpose of processing and will relate to checking documentation of importers.

Data Subject Categories

- Importer
- Exporter
- Consignee
- Consignor

Information requirements

The information we may collect, and process includes:

- Name
- Address
- Telephone Number
- Email Address
- Vehicle Registration
- Commercial documentation

Lawful bases

Our **lawful bases** for processing your personal information under GDPR are:

- Article 6. (1)(c) Processing is necessary to comply with a legal obligation
- Article 6. (1)(e) Processing is necessary for the performance of a task carried out in the public interest or under official authority that is vested in the controller

Data Processors

The data processors that are used to process the personal data that is detailed within this privacy notice includes:

- Microsoft 365
- East Suffolk Council (PHILIS System)
- Amazon Web Services (AWS) EMEA SARL
- Import of Products, Animals, Food and Feed System (IPAFFS)

Data Sharing

- Internal departments
- Other local authorities
- Other port health authorities
- Central Government
- Other third-party organisations, as allowed by law
- Agencies with whom we have a duty to co-operate, such as the police

Retention

We **keep** your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in line with our retention schedule and will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.