

Environmental Crime Team

Service description

The Environmental Crime Team is committed to improving the appearance of the Dover District.

The team regularly carries out investigations, enforcement action and prosecutions together with educational and awareness-raising campaigns to positively change the public's behaviour in the following areas:

- Litter
- Dog warden service (including stray dogs, fouling and Public Spaces Protection Order).
- Fly tipping.
- Commercial and householder duty of care in respect to waste.
- Waste accumulations

Processing activity

It is necessary for us to collect and hold personal information about you for us to deliver our service.

We will process information for one or more of the following purposes:

- To perform our statutory functions
- To deliver services to you
- To manage those services we provide
- Confirm your identity
- To serve Fixed Penalty Notices and Enforcement/Investigation Notices
- Process financial transactions such as invoices, payments and benefits
- To investigate any complaints you have about our services
- To check the quality of services
- To plan services
- Prevent and detect fraud, corruption and crime
- To protect individuals from harm
- Stray Dog Register
- Access to social media accounts
- Competitions and prize draws
- Volunteering
- To train and manage the employment of our workers who deliver those services

Personal Information we may hold includes:

- Full Names and Aliases
- Date of birth
- Nationality
- Address(es) previous, current and forwarding
- Move in and out dates
- Telephone number
- Email address
- Employer details
- Organisation details and activities
- Photographic, video, and audio recordings (including call recordings and Body Worn Camera Footage)
- Details of licences or permits

- Any information found as evidence in fly-tipped material
- Property ownership
- Reports of your actions/behaviours
- Vehicle registration details
- Details of convictions
- ANPR data
- Telematic vehicle data
- Telephone subscriber information
- Device user data (mobile phone, laptop, including files, messages, photos if seized as part of a fly tipping investigation, etc)
- Special category information (e.g. health, race)

Enforcement Officers are instructed to activate their BWVC on every occasion that an EnviroCrime penalty notice is issued. The footage is often reviewed by the Appeals and Representation team in the event that an appeal is made against the issue.

Some of the information that is collected is classified as special category of personal data. This is processed for reasons of substantial public interest and legal/statutory obligations. To process this type of information we have set out how it will be handled in our Corporate Privacy Notice.

Lawful bases

The legal bases for the processing of personal information by the Environmental Crime Team will be one or more of the following:

- Consent
- The processing is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract.
- The processing is necessary for compliance with a legal obligation to which we are subject.
- The processing is necessary in order to protect your vital interests or those of another individual.
- The processing is necessary for the performance of a task carried out by us in the public interest or in the exercise of authority vested in us.

Reasons for processing

Some of the information that is collected and shared is classified as:

- Special category personal data;
- Criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Policy that sets out how this information will be handled.

Data processor

We will generally only allow your personal information to be used by those Council staff who need it to perform their functions.

We have outsourced some of our services to either joint arrangements with other local authorities or private sector companies who provide services on our behalf. These organisations collect and use personal information on our behalf to provide services. We will need to supply your information to these organisations in order to supply a service to you.

These include:

- Partnership One
- The Traffic Penalty Tribunal; Service (England and Wales)

Data sharing –

We may collect your personal information from the DVLA and share your information with enforcement agencies such as Marston's Recovery for enforcing littering from vehicle contraventions or with our agents during the course of debt collection.

We may share your information with other organisations under our legal obligations for the purposes of preventing and detecting fraud corruption and crime and to protect individuals from harm. Such organisations would include:

- Other Local Authorities
- Government departments including DEFRA, MHCLG, HM Revenue and Customs, DWP, Ministry of Justice, and the Cabinet Office
- Police, Probation Services and KFRS
- Other agencies including Environment Agency, DVLA, HSE, PHE, TEC, ONS

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Sharing Agreement for further details.

Anonymisation

Your personal information may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data cannot, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in our reports.

Right to object

Where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy or contractual requirements. All information will be held securely and disposed of confidentially.

We review this Privacy Notice regularly and will place updates on our website.

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