



## **XL Bully Dog Certificate of Exemption and Confirmation of Neutering Form Privacy Notice 09 August 2024**

### **Key contact details**

Name: Environmental Health

Address: Unit 19, Rampart Road, Greenbank Industrial Estate, Newry, Co Down BT34 2QU

Phone Number: 0330 137 4024

E-mail: [ehealth@nmandd.org](mailto:ehealth@nmandd.org)

### **The type of personal information we collect**

We currently collect and process the following information:

- Your name, contact details and date of birth;
- Veterinarian's name and contact details;
- name and descriptors of the dog(s);
- confirmation of neutering form;
- third Party Public Liability Insurance held in your name; and
- we'll also take payment information including account details where applicable.

### **How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- access your eligibility including the 'Veterinary confirmation of neutering form' and process your application to apply for a Certificate of Exemption to keep an XL Bully dog;
- issue a Certificate of Exemption or rejection letter/email;
- take action in line with our statutory duties.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Complainants.

We use the information that you have given us in order to issue the Certificate of Exemption or rejection letter/email and to send annual Certificate of Exemption reminders or to raise any queries we may have about your payment.

We may also contact you if we receive a complaint concerning your dog.

We may share your data with the Police Service of Northern Ireland to aid compliance checks, investigations and enforcement concerning breaches or potential breaches of law.

Article 52 of the Dogs (Northern Ireland) Order 1983 requires Council to provide statistical information relating to the operating of the Order to the Department for Agriculture, Environment and Rural Affairs. All licence holder's personal data are summarised to inform the total number of dog related data on behalf of NMDDC. We provide this quantifiable information on a quarterly basis which is collated and held by the Department who produce 'Council dog summary statistics' on behalf of all 11 Councils.



Under the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is: **We need it to perform a public task.**

### **How we store your personal information**

Your information is securely stored on Tascomi software for the electronic case management system to process dog licenses.

We will retain your personal data in line with our retention and disposal schedule, subsequently it will be destroyed.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see 'Key Contact' details above).

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: [www.ico.org.uk](http://www.ico.org.uk)
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/>
- Helpline: 0303 123 1114