

Privacy Notice

Private Water Supply Sampling is a service of Babergh & Mid Suffolk District Councils. This privacy notice explains how we use any personal information we ask you for in relation to the following: Risk Assessment, sampling and testing of samples from Private Water Supplies.

What information do you collect about me?

We will collect personal and contact information about you in relation to the above listed activities.

Why do you collect this personal and contact information and how do you use it?

You give us contact information so that our contractors can carry out the necessary Risk Assessments and Sampling of your Private Water Supply and we require the information to enable the contractors to contact you and locate the property involved. The information you provide will only be used for these purposes and we will only contact you should we require further information in relation to a Private Water Supply. All of your information will be processed in accordance with the General Data Protection Regulations and may also be used by us and our partners to deliver and improve this service. We will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done click: [How we use your information](#)

General Data Protection Regulation

Any personal information we capture about you is processed under the terms of The General Data Protection Regulation and the Council's Data Protection Policy which can be found at: [Data Protection Policy](#)

Can I access the information you hold about me?

Under the Data Protection Act, you can ask us for access to information that we hold about you. This is called a data subject access request; you will need to request this information in writing. To help you in this process we have prepared a [Data Subject Access Request](#) form that you can download and complete. You will be required to provide proof of identity in person. We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

If the information is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement.

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a stage two complaint in accordance with our [complaints procedure](#)

If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner, visit their page: [Information Commissioner, report a concern](#)

How can I contact you?

Please contact us if you have any questions about this privacy notice or information we hold about you by email at: dataprotection@baberghmidsuffolk.gov.uk or write to us at: Data Protection Officer Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX