

# Licensing Privacy Notice – (excluding Hackney and Private Hire Taxis)

## Your personal information - what we need and why?

Daventry District Council is committed to protecting the privacy and security of your personal information.

The personal information we collect will include your name, address and contact information, your bank account or credit/debit card details (where you have provided them to pay for a service) and other relevant information to help us process your licence application or request.

We may also require special category information for some types of licence application, for example, information of a sensitive nature from other government agencies.

We are required by law to carry out checks including:

- whether you are fit and proper to hold a licence;
- verification of your identity and right to work status; and
- checking your criminal records history for convictions.

We are also required by law to keep records relating to license applications and to produce licenses accurately.

The council has a statutory responsibility to provide licensing services.

## What legislation allows you to use my information?

The following legislation permits the Licensing Team to use your information to process your application:

- Gambling Act 2005
- Licensing Act 2003
- Scrap Metal Dealers Act 2013
- Local Government (Miscellaneous Provisions) Act 1982 Part 2 and Part 3
- Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- Dangerous Wild Animal Act 1976;
- Environmental Permitting (England and Wales) Regulations 2007
- House to House Collections Act 1939 and the House to House Collections Regulations 1947, as amended
- Police, Factories, and & c. (Miscellaneous Provisions) Act 1916 Section 5
- Caravan Site and Control of Development Act 1960
- Notification of Cooling Towers and Evaporative Condensates Regulations 1992
- Zoo Licensing Act 1981
- Other legislation which amended the above legislation

[www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

T: 01327 871100

E: [comments@daventrydc.gov.uk](mailto:comments@daventrydc.gov.uk)



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## Purpose(s)

The main purposes for which we may process your personal information are:

- the processing of licensing applications;
- Licensing Hearings, which may include or exclude the public;
- the processing of payments in relation to licensing functions;
- to investigate relevant complaints or enquiries;
- to carry out pro-active enforcement activities to ensure compliance;
- to allow us to communicate and provide relevant information in relation to licensing changes;
- for the prevention and / or detection of fraud and / or crime;
- to keep a public register in relation to current, temporary and pending licence applications;
- to fulfil a legal obligation.

The Licensing Team are responsible for the processing of applications and payments for the following licences:

- Animal Welfare - Dog and Cat Boarding, Dog Breeding, Dog Day Care, Selling Animals as Pets, Exhibition of Animals, Hiring of Horses, etc.
- Dangerous Wild Animals
- Food Premises Registration
- Gambling Premises and Permits - Bingo, Betting, Gaming, Casinos, Race Tracks, Dog Tracks, Small Society Lotteries, Occasional Notices, Temporary Use Notices, Provisional Statements, Licensed Premises Notifications, Gaming Machine Permits, etc.
- House to House Collections Permits
- Street Collections
- Entertainment and Alcohol Licensing - Premises and Personal, Club Certificate, Temporary Event Notices, etc.
- Motor Salvage Operators
- Environmental Permits
- Street Trading
- Scrap Metal Dealers (Collectors and Site)
- Sex Establishments
- Acupuncture, Tattooists, Semi-Permanent Skin Colouring, Piercing and Electrolysis
- Zoos
- Camping and Caravan Sites / Mobile Home
- Cooling Tower Notifications
- Houses in Multiple Occupation

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## Who will my information be shared with?

We may share your information with:

- Central Government Agencies (e.g. HMRC, Home Office, Gambling Commission for Statutory Data Returns)
- UK Police forces (under Lawful Authority Data Protection Detection of Crime powers)
- Responsible Authorities (Authority under Licensing Act and Gambling Act)
- Other Council Internal Departments (Under Lawful Authority, Data Protection Detection of Crime Powers)
- Licensing Services of other Local Authorities (Under Lawful Authority)
- Potential litigants/Legal Services (under Data Protection provisions)

## Do I have to provide this information and what will happen if I don't

If you do not provide the information requested we cannot deal with your enquiry and if applying for a licence we may not be legally able to grant a licence.

## How long does the Council keep you data?

We will only keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements. We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

## What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk).

Our Data Protection Officer is Gillian Kennedy and you can contact her by email [dataprotection@daventrydc.gov.uk](mailto:dataprotection@daventrydc.gov.uk)

All information you provide is held in accordance with our Information Charter and in line with the UK Data Protection law and the General Data Protection Regulation. Our Information Charter can be viewed online here [www.daventrydc.gov.uk/informationcharter](http://www.daventrydc.gov.uk/informationcharter).

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