

**This Privacy Notice is designed to help you understand how and why the Licensing Team processes your personal data. This notice should be read in conjunction with the Council's Corporate Privacy Notice.**

### Who are we?

Hambleton District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Information Governance Office Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL Tel: 01609 53 2526
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### Why do we collect your personal information?

In order to provide the licensing service, it is necessary for us to collect personal information about you. The information is required in order for applications to be administered and licensing provisions to be appropriately enforced. The principal legislation under which functions are undertaken is contained in the Licensing Act 2003.

### What data do we collect about you?

The information that is collected will depend on the type of licence and the nature of the activity but may include:

- Name, address and other contact details;
- Premises details;
- The details of any relevant offences;
- Correspondence; and
- Any other relevant information

### Who do we share this data with?

The Council shares personal information with a number of organisations as part of the licensing process. Such organisations may include statutory responsible authorities (such as the police and the Home Office), DWP and other local authorities.

The Council is required by law to disclose information about personal licence holders to the Cabinet Office as part of the National Fraud Initiative.

Licensee information may be made available to the public where relevant legislation requires or permits it or its publication is in the public interest. Examples include licensee and designated premises supervisor contact details, licence numbers and licence status.

In some circumstances, disclosures of personal data to the police (and other law enforcement agencies) are permitted by data protection legislation if they relate to the prevention or detection of crime and/or the apprehension or prosecution of offenders. Before any such disclosure takes place, the requesting authority must demonstrate that the personal data concerned is necessary for them to carry out a proper investigation. Each request is dealt with on a case-by-case basis to ensure that any such disclosure is lawful and carried out in accordance with relevant guidance issued by the Information Commissioner's Office.

We will not normally share your information with organisations other than our partner organisations without your consent but there may be certain circumstances where it is necessary to do so by law and/or to protect the public. Any information which is shared will only be shared with appropriate individuals on a need-to-know basis. Only the minimum information for the purpose will be shared.

### **How long do we keep this data for?**

We will only keep your information for the minimum period necessary. We retain your personal information for a period of two years after the case has been closed (seven years in the case of a prosecution or investigation). This allows us to refer back to previous cases when considering any future applications.

### **What is your legal basis for processing this data?**

The legal basis for processing the data is to perform a task carried out in the public interest or in the exercise of official authority vested in the controller.

**For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our corporate Privacy Notice.**