

Privacy Notice for Licensing Applications

Why we are collecting your personal data?

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to carry out checks to enable us to decide whether or not to issue you with the licence you have applied for and process your application to completion. We will only collect such personal data from you that we need in order to provide this service to you.

What is the legal basis for processing your personal data?

We collect and use your personal data as a task in the public interest and under a legal obligation in accordance with applicable licensing legislation, for example:

- Licensing Act 2003
- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847
- Gambling Act 2005

We will not be able to assess and process your licensing application without the personal data you provide to us.

Who will your personal data be shared with?

To ensure our record keeping is efficient and to be able to provide services promptly across Rother, we will hold your personal information on our own database. However, we may share your personal data internally for our own data matching exercise, using names, addresses and dates of birth. This helps us to ensure the personal data we hold across the Council is accurate and up to date and to identify customers by a single customer record.

Your personal data may be disclosed to third parties where it is necessary to comply with a legal obligation. We may check information provided by you, or information about you provided by a third party, with other information you hold. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds, if the law allows it.

We may also use and check your personal data for the investigation and prevention of fraud, anti-social behaviour and criminal activity. This may include sharing your information with police services, credit reference

agencies, governmental organisations (e.g., Department for Work and Pensions and HM Revenue and Customs) and other local authorities. We also take part in the National Fraud Initiative's anti-fraud data matching exercise for these purposes.

Where we need to disclose sensitive information such as medical details to a third party, we will do so only where we are required to do so by law, to protect an individual from harm or once we have obtained your explicit consent.

Your information may be anonymised into statistical or aggregated data in such a way as to ensure that you are not identified or identified from it. This information might be used to conduct research and analysis, including to prepare statistical research and reports.

We will not

- Use your personal data for marketing or sales purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

How long will we hold your personal data for?

Data held relating to taxi licenses is kept for a period of 7 years from the date the licence expired, was surrendered or otherwise terminated.

Data held relating to all other licenses is kept for a period of 2 years from the date the licence expired, was surrendered or otherwise terminated.

Your rights

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on informationgovernance@rother.gov.uk in writing or

by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk.

Identity of Data Protection Officer

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at dataprotection@rother.gov.uk.