

Privacy Notice for Licensing

Introduction

This notice is provided within the context of the changes required by the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This document will therefore be subject to ongoing review to ensure it continues to align with the requirements of all applicable legislation.

Service Description

This privacy notice governs the collection, storage and use of personal information collected by the Licensing Department of Thanet District Council. It provides you with details about the personal information we collect from you, how we store and use your personal information and your rights to control personal information we hold about you.

What information we hold about you

When you apply for any licences or registrations issued by this department we will collect the following information from you:

- Your full name (including any middle names)
- Your current postal address
- Your contact numbers (home, mobile and work, if applicable)
- Your email address
- Your date of birth
- Present employer (where applicable)
- Details of driving licence (where applicable)
- Information for Disclosure & Barring Service check
- GP's details (where applicable)

How we will use this information about you

The information you have supplied to Thanet District Council on the application or registration form will be used to process your application in accordance with the Data Protection Act 2018.

We will contact you with updates about services, facilities and urgent information via letter, SMS and/or email, where you have provided this information.

Lawful bases for processing data under GDPR

Local authorities can use information to carry out tasks that are in the public interest, as well as to provide services that we are under a statutory obligation to provide. Most personal information is processed in order to comply with a legal obligation. These are:

- The Licensing Act 2003
- The Gambling Act 2005
- The Health Act 2008
- Sunday Trading Act 1994
- The Scrap Metal Dealers Act 2013
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982
- Dangerous Wild Animals Act 1976
- Animal Welfare Act 2018
- Town Police Clauses Act 1847
- Zoo Licensing Act 1981
- House to House Collections Act 1939
- Police, Factories etc (Miscellaneous Provisions) Act 1916
- In the public interest or in the exercise of official authority vested in the Council.

Who we will share your information with

The Licensing Department of Thanet District Council may share your information with and obtain information about you as may be necessary for the discharge of its statutory, and legal obligations from;

- Other Councils
- Other departments within Thanet District Council
- Your Doctor
- Public bodies and other Government Agencies: the Police, Fire Safety Office, Health & Safety Executive, Social Services, Trading Standards, Public Health, Home Office (Immigration Enforcement)

We will not share your personal information with any other third party; except where required to do so by law. We will not transfer your personal data with third parties outside the United Kingdom.

How long we keep your personal information

Generally, we may hold your records for a maximum period of six years after your licence or registration has been closed. However, we strive to keep your personal information only for as long as it is necessary to fulfill the purposes for which it was collected and processed, and in line with any legal obligations. Once your personal information is no longer required, it will be destroyed or deleted confidentially.

Your Rights

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. You have the right to request information that is held about you and this is known as the 'right of subject access'. Making a request for your personal information is known as 'Subject Access Request'. You are entitled to receive a copy of your records free of charge and within a month. For more information on how we process your personal information and how to make a subject request, please visit <https://www.thanet.gov.uk/privacy-statement/>

Please note that in certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

You also have the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to have your data erased when you have withdrawn consent. If you wish to exercise any of these rights, you should contact the Data Protection officer using the contact details provided below.

You have the right to be told if we have made a mistake while processing your data and we will report to the Information Commissioner any breach that is likely to present a risk to your rights and freedoms.

Further Information

If you would like to know more about how we use your information or to exercise any of your rights, please contact the Data Protection Officer (DPO) at Thanet District Council.

Data Protection Officer
Thanet District Council
Cecil Street
Margate
Kent CT9 1XZ

Email: dataprotection@thanet.gov.uk

Tel: 01843 577000



How do I complain?

You also have the right to complain to the Information Commissioner's Office at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Website: www.ico.org.uk

Tel: 0303 123 1113 or 01625 545745