

GDPR – Privacy Notice



Short Privacy Notice:

The Council's Licensing Service collects and processes your personal data for the purpose of managing and supporting Licensing activities and will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation. The council will not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulation or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) our [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when the North Lincolnshire Council Licensing service collects and uses your personal data for Licensing purposes in accordance with the General Data Protection Regulation and other relevant legislation.

	Complete the following fields:
Data Controller	North Lincolnshire Council
Contact details:	North Lincolnshire Council – Licensing, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL Website link: https://www.northlincs.gov.uk
Purpose for processing your personal data	To manage and support Licensing Service activities, including: <ol style="list-style-type: none">1. Monitoring, inspecting and regulating people and businesses who are required under statute to hold a licence of authorisation. There are approximately 40 different licence types;2. Processing of Licensing Applications;3. Producing Public Notices for applications made under the Licensing Act 2003 for new premises licences and variations;4. Producing Public Notices for applications made under the Highways Act 1980 for Highways Authorisations, Marriage Licences and applications made under the Gambling Act 2005, and street trading;5. Compiling Licensing Registers. Administration and maintenance of the activities required for the support and management of our commercial clients, that includes:

	<ul style="list-style-type: none"> • Pre application advice service.
Will we use your personal information for other purposes?	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.
The Organisations acting on our behalf to process your personal data	The council's Licensing Team work in partnership with Humberside Police, Humberside Fire and Rescue, Pub Watch, Local Businesses signed up to Pub Watch and other business partners relevant to regulated activities being undertaken at any one time.
The fair and lawful basis for processing your personal data	<p>Personal Data: to meet our duties as a Licensing Authority (Article 6 1 c);</p> <p>Personal Data: for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 1 e);</p> <p><u>The main Licensing law statutes include:-</u></p> <p>Licensing Act 2003, Gambling Act 2005, Town Police Clauses Act 1847, Local Government Miscellaneous Provisions Act 1976 and 1982, Animal Welfare Act 2006 and other Animal Welfare legislation, Highways Act 1980 and Scrap Metal Dealers Act 2012.</p> <p>Personal Data: for the performance of a contract (Article 6 1 b).</p> <p>Special Categories of Personal Data: for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9 2 g).</p> <p>Where this legal basis does not apply for the processing of special categories of personal data the explicit consent of the data subject will be sought.</p> <p>Special categories of personal data: the data subject has given explicit consent (Article 9 2 a).</p>

Are you required to provide the Council with your personal data	You are required to provide the minimum personal data necessary for us to manage your Licensing application/request or other Licensing activities we are required to carry out. Failure to provide the minimum necessary personal data we require could prevent or restrict us progressing your application or offering you this service or it our ability to carry out our statutory duties.
Does the processing involve automated decision-making, including profiling?	No
Can you withdraw your consent for processing?	Yes, but only where the processing of your personal data is on the basis of consent.
Who we will share your personal data with	<ol style="list-style-type: none"> 1. Data Subject (applicant) and their nominated representatives; 2. Published in the public domain in Public Registers in accordance with legislation; 3. Business owners; 4. Ombudsman and Regulatory bodies; 5. Central Government Departments; 6. National Fraud Initiative; 7. Law enforcement agencies and bodies; 8. Courts, Hearings and Tribunals; 9. Legal representatives; 10. Council services; 11. Other Local Authorities; 12. Partner agencies, and 13. Bodies requesting information where there is a lawful basis under the General Data Protection Regulation.
Transfers of personal data to a third country	<p>Not routinely disclosed or transferred to recipients outside of the UK.</p> <p>However, please note that anyone across the EU can apply for a licence and the Provisions of Service Regulations 2009 requires a process to allow this. Also there could be Embassy and Consulate involvement to approve the suitability of taxi drivers who have lived outside of the UK in terms of criminality. In these circumstances personal data could be shared outside of the UK.</p>
How long we will retain your personal data for	Your personal data is retained in accordance with national guidance and our legal obligations, which are set out the Licences, Permits and Permissions section of our retention schedule.

	Generally 6 years following the date of expiry of the licence, but this may be extended to reflect statutory or business requirements.
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our website.</p> <p>https://www.northlincs.gov.uk/your-council/about-your-council/information-and-performance/information-governance/data-protection-and-privacy</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Phillipa Thornley Email: cutsomerervice@northlincs.gov.uk Telephone: 01724 297000 Post: North Lincolnshire Council, Hewson House, Brigg, North Lincolnshire, DN20 8XB</p>