



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR THE LICENSING SERVICE Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service [Licensing]. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on the Council website.

What personal data do we hold

The types of data we hold and process will typically include:

- Names
- Postal addresses
- Phone numbers
- Email addresses
- Criminal record data

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

What is our purpose for processing your personal data

To determine applications for licences, permits, certificates and other permissions. If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- We need it to comply with a legal obligation
- We need it to perform a task in the public interest

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

The Licensing Service will keep data relating to active licences and will keep data for a maximum of 6 years once a licence becomes inactive.

When a Licence becomes inactive, The Licensing Service may keep data relating to premises for longer than 6 years, however any personal information within the file will be sanitised.

Organisations that we may share your personal data with

- Police
- Fire Service
- HMRC
- Gambling Commission
- Residents Groups
- UK Border Agency
- London Ambulance Service
- Transport for London
- RSPCA
- Environment Agency

What happens if you provide personal data to us because of a statutory or contractual requirement

Your personal data is required in order for the Council to determine Licence applications and other permissions and will only be used under the governance of the various licensing Act's and regulations.

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Stephanie Waterford. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact Stephanie Waterford, Licensing Service Manager, for further information

Civic Centre
High Street
Uxbridge
UB8 1UW

E-mail: licensing@hillingdon.gov.uk telephone: 01895 277433

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer
Civic Centre, High Street,
Uxbridge UB8 1UW

E-mail: gegan2@hillingdon.gov.uk Telephone: 01895 277602

