

Privacy notice – licensing service

Legal basis for processing

The Licensing Service uses personal identifiable information about licence holders, applicants, residents and users of the goods and services we licence, to enable us to carry out the council's statutory responsibilities.

Personal data processed by the service, is done so under Article 6(1)(c) or 6(1)(e) of the General Data Protection Regulations (GDPR), where the processing is necessary for compliance with a legal obligation to which the council is subject, or, because it is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority.

Any sensitive data (special category data) is only processed when it also falls under condition (a) or (g) of Article 9(2) of the GDPR, for example where the data subject has given explicit consent to the processing of their personal data for one or more specified purposes, or the processing is necessary for reasons of substantial public interest on the basis of legislation for which the team have statutory obligations.

Examples of the legislation under which the service have legal responsibilities include, but is not limited to:

Animal Boarding Establishments Act 1963
Animal Health Act 1981
Animal Welfare Act 2006
Breeding of Dogs Act 1973 + 1991
Breeding and Sale of Dogs (Welfare) Act 1999
Caravan Sites Act 1968
Caravan Sites & Control of Development Act 1960
Country of Lancashire Act 1984
Dangerous Wild Animals Act 1976
Gambling Act 2005
House to House Collections Act 1939
Licensing Act 2003
Local Government (Misc. Prov) Acts 1976 + 1982
Mobile Homes Act 2013
Pet Animals Act 1981
Police Factories, etc. (Misc. Prov) Act 1916
Riding Establishments Act 1964 + 1970
Scrap Metal Dealers Act 2013
Town Police Clauses Act 1849
Zoo Licensing Act 1981

The service also processes criminal offence data under Article 10 of the GDPR and maintains a comprehensive register of criminal convictions. It does so in its official capacity having regard to its enforcement duties.

The type of data we collect

The type of personal data processed by the service depends on the specific function being undertaken but can include:

- Your name, address, contact telephone number, contact email address
- Your date of birth, NHS number, NI number, DVLA licence number, Passport number, BRP number or other national identifier
- Financial details

- Employment and education and training details
- Details of conversations and correspondence between you and the team

It may at times include sensitive data, such as:

- The names and contact details of your close relatives
- Your physical and mental health details
- Details of any health, social care or other services you are accessing
- Details of any relevant vulnerabilities or risks to your health or wellbeing
- Information about your situation given to us by your family, acquaintances or other agencies
- Any cultural, spiritual or religious beliefs
- Details of your political opinion/affiliation
- Details of your racial or ethnic origin
- Details of any communication needs you may have
- Details of your legal status, such as immigration and power of attorney
- Details of any relevant offences (including alleged offences)
- Details of any relevant criminal or civil proceedings, outcomes and sentences

Sharing your data

In carrying out its statutory obligations, the service may also share your personal information with other council services and where appropriate, information may also be shared with other local authorities, and external organisations and regulators such as government bodies, the police, housing associations, landlords and educational establishments. In all such circumstances, the service ensures that the processing is proportionate to the aim pursued and that appropriate safeguards are in place to protect the personal information processed. We only share information with these organisations if there is a lawful reason to do, or for crime prevention or detection purposes, where it is in the public interest, or in the interest of public safety.

Retention

The personal information held by the service will be deleted when it is no longer needed for these purposes in accordance with the timescales specified in the service information asset register, a copy of which is available on request. After this time, your personal information will be deleted and any paper records shredded.

Your rights

You have the right to request access to the information that we hold about you. To make a request for this information, please contact our Information Governance Manager, Joanne Porter.

- In addition to the above, you may also have the right to:
- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means and
- data portability

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

How to contact us

If you have any questions about how we handle your personal data, please contact the council's Data Protection Officer; Joanne Billington on 01253 887372 or visit www.wyre.gov.uk/privacy for further information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.

