# Privacy notice for the Gambling Act 2005

## What this document is for

This privacy notice provides details on how Broadland District Council or South Norfolk Council, use your personal information for the purposes of licensing and enforcement of premises licences, gaming permits, small society lottery registrations and temporary and occasional use notices under the Gambling Act 2005. By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council that you apply to is the ‘Data Controller’ for your personal data for the duration of your licence.

## Further details

We also provide the following details in our general privacy notice on our websites, which can be accessed via the links below

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and
* How to exercise them

[South Norfolk Council](https://www.southnorfolkandbroadland.gov.uk/data-protection)

[Broadland District Council](https://www.southnorfolkandbroadland.gov.uk/data-protection)

## What we use your information for

The Council will use your information to:

* Process applications, issue licences, generate annual fees
* Investigate complaints
* Undertake enforcement action, where necessary
* Offer advice
* Provide information about updates to legislation and guidance

## What personal data we collect and use about you

**Premise’s licences/permits**

We may collect the following personal information about you:

* Full name
* Previous name, if applicable
* Address
* Contact details, including telephone number(s) and email address
* Gambling Commission operator’s licence number

A premises licence/permit would relate to any premises being used as a/for:

* Casino
* Bingo
* Betting (including a track – [full description](https://beta.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities))
* Adult gaming centre
* Family entertainment centre
* Club or miner’s welfare institute
* Qualifying alcohol licensed premises
* Travelling fair

**Temporary & Occasional Use Notices**

We may collect the following personal information about you and the event organiser:

* Full name
* Address
* Contact details, including telephone number(s) and email address
* Gambling Commission operator’s licence number

**Small Society Lottery Registrations**

We may collect the following personal information about you:

* Full name
* Address
* Contact details, including telephone number(s) and email address

## Who provides this information

We receive most of this information from individuals themselves, but we may also obtain some of this data from the following agencies where relevant:

**Premise’s licences/permits**

* Other officers within the Council
* Gambling Commission
* Norfolk Constabulary
* HM Revenues & Customs
* Norfolk County Council Trading Standards
* Norfolk Fire & Rescue
* Security Industry Authority
* Financial Conduct Authority
* Additional Constabularies
* Additional Local Authorities

**Temporary & Occasional Use Notices**

* Other officers within the Council
* Gambling Commission
* Norfolk Constabulary
* HM Revenues & Customs
* Norfolk County Council Trading Standards
* Norfolk Fire & Rescue
* Security Industry Authority
* Financial Conduct Authority
* Additional Constabularies
* Additional Local Authorities

**Small Society Lottery Registrations**

* Other officers within the Council
* Gambling Commission
* Norfolk Constabulary
* Norfolk County Council Trading Standards
* Additional Constabularies
* Additional Local Authorities

## How we share your information

We may share your information with the following bodies: -

**Premise’s licences/permits**

* Other officers within the Council
* Gambling Commission
* Norfolk Constabulary
* HM Revenues & Customs
* Norfolk County Council Trading Standards
* Norfolk Fire & Rescue
* Security Industry Authority
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**Temporary & Occasional Use Notices**

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**Small Society Lottery Registrations**

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**In some cases, such as for the prevention and detection of crime, we are legally obliged to share information with other agencies.**

Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

**Public Register**

Limited information as outlined below regarding licensees must be made available to the public as required by legislation. Such information will be provided via a public register or public access. Statutory public registers form a permanent record held by the Council.

**Premise’s licences/permits**

* Full name

**Temporary & Occasional Use Notices**

* Full name

## How the law protects you and the legal basis for processing your information

We have legal grounds under the UK GDPR to process this information because it is necessary for the performance of a task carried out in the public interest and the task or function has a clear basis in law, as detailed elsewhere in this Notice.

Where it is necessary to process special categories of personal data, such as your birth details which reveal your racial or ethnic origin, safeguarding issues and your health details, these are processed under Article 9.2(g) where there is a substantial public interest to safeguard the fundamental rights and the interests of the data subject.

## How long will we keep your personal information for

The information you provide necessary for our statutory obligations will be held securely by us for a period of no longer than six years following the expiration of the licence/permit.

## How we keep your information

The information is stored electronically for South Norfolk Council, on the Council’s network and in hard copy for Broadland District Council.

## Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in October 2021.