# Privacy notice for the Licensing Act 2003

## 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 enforcing personal/premises licences and club certificates and temporary event notices under the Licensing Act 2003. 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 (please follow relevant link below to access these)

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
* How to make a complaint and contact our Data Protection Officer; and
* How to contact the regulator, the Information Commissioner’s Office

## [South Norfolk Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection) [Broadland District Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/broadland-district-council-data-protection)

## What we use your information for

The Council will use your information to:

* Process applications (including checking your suitability against third party information) to issue a licence
* Take payments and generate annual fees
* Investigate complaints, intelligence reports and incident reports
* Undertake enforcement action, where necessary
* Offer advice
* Provide information about updates to legislation and guidance
* Provide information about your history if you apply to another local authority

## What personal data we collect

We may collect the following personal information about you:

For personal/premises licences & club certificates:

* Full name
* Address
* Signature if provided
* Contact details, including telephone number(s) and email address
* Date of birth
* Your eligibility to remain and/or work in the UK (including documented proof including Home Office share code)
* Company registration details (premises licence only)
* Full name of chairperson, treasurer and secretary or other three individuals of the Committee (for club certificates only)

In addition to the above, for temporary event notices and personal licences:

* Previous name, if applicable
* Place of birth
* Nationality

In addition to the above, for personal licences:

* Photographs
* Qualification certificate (including documented proof)
* Any recorded criminal history that relates to you (including document proof)
* Details of relevant or foreign offences and civil immigration penalties
* Any licensing history that may be relevant to you (such as details of forfeiture or revocations)

In addition to the above, for temporary event notices:

* National insurance number

## Who provides this information

We receive information from individuals themselves. We may also obtain some of this data or request confirmation from the following agencies where relevant:

Personal/premises licences/club certificates:

* Disclosure & Barring Service (personal licence only)
* Home Office (personal and premises licence only)
* Norfolk County Council Multi-Agency Safeguarding Team
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Norfolk Constabulary
* Additional Constabularies
* Additional Local Authorities
* Complainants

In addition to the above, for premises licences/club certificates:

* Other officers within the Council
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Security Industry Authority
* Norfolk Safeguarding Children Partnership
* Department for Digital, Culture, Media & Sport

In addition to the above, for premises licences:

* Companies House
* Phonographic Performance Ltd & Performing Rights Society

In addition to the above, for club certificates:

* The Charity Commission

In addition to the above, for temporary event notices:

* Norfolk Constabulary
* Additional Constabularies
* Additional Local Authorities
* Other officers within the Council
* Security Industry Authority

## How we share your information

We may share your information with the following:

Temporary event notices/personal/premises licences/club certificates:

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Additional Constabularies
* Additional Local Authorities
* Disclosure & Barring Service (personal licence only)
* Home Office (personal and premises licence only)

In addition to the above, for personal/premises licences/club certificates:

* Phonographic Performance Ltd & Performing Rights Society
* Department for Digital, Culture, Media & Sport
* Norfolk County Council Multi-Agency Safeguarding Team
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards

In addition to the above, for premises licences/club certificates:

* Other officers within the Council
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Security Industry Authority
* Norfolk Safeguarding Children Partnership
* Department for Digital, Culture, Media & Sport

In addition to the above, for premises licences:

* Publicly available as part of the consultation process
* Norfolk County Council Public Health

In addition to the above, for club certificates:

* The Charity Commission

The Councils enable individuals to submit applications online, via Victoria Forms. If this facility is utilised, your information will be processed by Victoria Forms as the Council’s Processor.

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

Your full name must be made available to the public, as required by legislation, via a public register or public access.

## 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 two years plus current year following the expiration of the licence.

The information you provide via Victoria Forms when you complete an online application via the Council website will be stored on behalf of the Councils by Victoria Forms for 90 days.

Statutory public registers form a permanent record held by the Council.

## How we keep your information

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

## 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 March 2025.