# 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 enforcement of personal, premise’s and club licences 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, 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

**Personal licences**

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
* Photographs
* Date and place of birth
* Nationality
* 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)
* Your eligibility to remain and/or work in the UK (including documented proof)

**Premise’s licences**

We may collect the following personal information about you:

* Full name
* Address
* Contact details, including telephone number(s) and email address
* Date and place of birth
* Nationality
* Company registration details
* Your eligibility to remain and/or work in the UK (including documented proof)

**Club licences**

We may collect the following personal information about you:

* Full name (of chairperson, treasurer and secretary)
* Address
* Contact details, including telephone number(s) and email address o

## 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:

**Personal licences**

* Disclosure & Barring Service
* Home Office
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Additional Constabularies
* Additional Local Authorities

**Premise’s licences**

* Other officers within the Council
* Home Office
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Additional Constabularies
* Additional Local Authorities
* Security Industry Authority
* Norfolk Safeguarding Children Partnership
* Department for Digital, Culture, Media & Sport
* Companies House

**Club licences**

* Other officers within the Council
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Additional Constabularies
* Additional Local Authorities
* Norfolk Safeguarding Children Board

## How we share your information

We may share your information with the following bodies: -

**Personal licences**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Disclosure & Barring Service
* Home Office
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Security Industry Authority
* Additional Constabularies
* Additional Local Authorities
* Department for Digital, Culture, Media & Sport

**Premise’s licences**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Publicly available as part of the consultation process
* Disclosure & Barring Service
* Home Office
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Additional Constabularies
* Additional Local Authorities
* Security Industry Authority
* Norfolk Safeguarding Children Board
* Department for Digital, Culture, Media & Sport

**Club licences**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Publicly available as part of the consultation process
* Home Office
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* Additional Constabularies
* Additional Local Authorities
* Security Industry Authority
* Norfolk Safeguarding Children Board
* Department for Digital, Culture, Media & Sport

**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.

**Right to work**

We are required to verify the right to work status of all new personal, new premise’s and premise’s transfer applicants. Where required we may make enquiries and verify information with the Home Office and the Department for Work and Pensions (DWP).

**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.

**Personal licences**

* Full name

**Premise’s licences**

* Full name

**Club licences**

* 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

## 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.