# Privacy notice for pavement licences

## 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 pavement licences under the Highways Act 1980 and the Business & Planning Act 2020. 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 and issue licences
* 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

We may collect the following personal information about you:

* Full name
* Address
* Contact details including telephone number and email address
* Third party public liability insurance (including documented proof)

## 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:

* Norfolk Constabulary

## How we share your information

We may share your information with the following bodies: -

* Other officers of the local authority
* Norfolk Constabulary
* Norfolk County Council Highways
* Counter Terrorism Security Agency
* Relevant town/parish council
* Public consultation

**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.

## 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, on the Council’s network.

## 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.