



Licensing - Privacy Notice

This notice should be read in conjunction with the Council's general Privacy Notice: [Shropshire Council's privacy notice | Shropshire Council](#).

The details below provide additional details relating to the processing of Personal Data in relation to the provision of administering the licensing service.

Who we are and what do we do?

Shropshire Council's Licensing Team is a data controller under the data protection legislation as we collect and process personal information about you in order to provide licence and regulatory services and meet our statutory obligations.

We receive applications seeking licences, consents and other authorisations and requests for advice and guidance in relation to this. We also investigate allegations of unlicensed activity and breaches of authorisations/the law

Our purpose in collecting and using data is to operate as a statutory body carrying out a public task. The most common things we use personal data for is:

- to help us determine an application
- to publicise applications in various ways to seek comments and information
- notifying other services and organisations of proposals to seek their views
- investigating allegations
- writing reports and making decisions

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website, when you submit an application (either in writing or electronically), when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What information do we collect?

The Licensing Team may collect some or all of the following information about you as an applicant for a licence, permit or consent, or when you give a notice:

- Personal name, address and contact details, including any previous names and addresses
- Relevant business, company or organisation name, address and contact details
- Correspondence, emails, letters and notes of telephone conversations
- Nationality, place of birth, date of birth and national insurance number
- Identification documents used to prove your entitlement to work in the UK
- Passport-style photograph
- Relevant licensing qualifications
- Bank account details
- Driving licence
- Your image on CCTV systems if you visit licensed premises. Any footage is held in line with our corporate retention policy before being erased. This data may be used to investigate complaints or

by responsible authorities (statutory consultees) when they apply to review a licence, or shared with the police or law enforcement agencies in relation to the prevention or detection of crime or fraud.

We may collect the following special category data:

- Information relating to criminal convictions, criminal proceedings, convictions and sentences
- Medical history

We will only ask for personal information that is appropriate to enable us to deliver our services.

Who are we likely to share information with? This includes 3rd parties who share information with us

Examples of organisations/bodies that we share information with:

- IT software suppliers for technical purposes and maintenance of data records
- Government agencies (e.g. HMRC, DWP, Home Office, Gambling Commission, Environment Agency)
- Health & Safety Executive
- Police
- Fire & Rescue Service
- NHS
- Responsible authorities under Licensing Act 2003 and Gambling Act 2005
- Other local authorities
- Other Shropshire Council teams who support our service may also have access to your personal information to carry out their statutory roles (e.g. Legal Services, Trading Standards)
- HM Courts and Tribunals Service
- Solicitors and other advocates
- Your lawyer or representative (if you have instructed one)
- National Fraud Initiative
- Disclosure and Barring Service
- Litigants or complainants
- NAFN (National Anti-Fraud Network)

Unless we are required to provide information to an organisation/body under a statutory requirement, all organisations we pass your information to will have an information-sharing agreement with us to ensure they meet the standards of the GDPR and the DPA 2018, and will be covered by a legal basis allowing them to collect, use and share your personal information.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

How is your information used?

We use your data to, but not limited to:

- evaluate whether applicants are fit and proper to hold a licence, permit or consent (e.g. gambling, animal welfare, sale of alcohol, provision of regulated entertainment, special treatments, scrap-metal collection, street trading, licensed sex establishments, pavement licence, among others)
- prevent crime, prevent fraud and misuse of public funds, help safeguard vulnerable adults and children
- process all licensing applications
- make relevant and necessary checks for issuing licences

- produce statistics and reports. Statistics are used so that individuals' personal data cannot be identified from them
- develop policies and strategies
- comply with government department research and statistical returns
- account for our decisions and investigate complaints
- improve our services

We have a statutory obligation to provide licensing services in compliance with the following relevant legislation (the list is not exhaustive):

- Local Government Act 1972
- Safety of Sports Grounds Act 1975
- Local Government (Miscellaneous Provisions) Acts 1976 and 1982
- Fire Safety & Safety of Places of Sport Act 1987
- Proceeds of Crime Act 2002
- Licensing Act 2003
- Gambling Act 2005
- Policing and Crime Act 2009
- Business and Planning Act 2020
- Scrap Metal Dealers Act 2013
- Dangerous Wild Animals Act 1976
- Animal Welfare Act 2006
- Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

A limited amount of personal data is required to be held on statutory public registers under the Licensing Act 2003, Gambling Act 2005 and Scrap Metal Dealers Act 2013. This is limited to a licence holder's name and address (where applicable).

Keeping your data up to date?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule which is 7 years from the date of licence expiry/complaint case closure. We will comply with Data Protection legislation in regard to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However,

we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Details of any automated decision processes

We do not make use of or use any automated decision-making processes (including profiling).

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.