

Privacy Notice (How we use your information)

Public Protection – Animal Licensing

Animal licensing team sit within the team of public protection and is based in Huddersfield. The team enforces animal licensing legislation within commercial establishments to maintain animal welfare standards.

This privacy notice covers the following license types

- License issued under The Animal Welfare (Licensing of Activities involving Animals)(England) Regulations 2018
- Licenses issued under Dangerous Wild Animals Act 1976
- Licenses issued under Zoo Licensing Act 1981

The categories of information that we collect, process, hold and share include:

- Personal information
 - name
 - date of birth
 - address
 - telephone numbers
 - email address and postal address
- criminal convictions
 - Disclosure of convictions related to animals or activities involving animals
- name and telephone number of the nominated emergency key-holder(s)
- Information related to your business
 - Business name
 - Business address
 - Business telephone numbers
 - Business email,
 - Where the business is in partnership, information about your partner(s)
 - Company house number

Why we collect and hold this information

We use this personal data for this service to carry out its licensing duties to:

- To process your licence application and to apply the licence conditions.
- To investigate complaints and enquiries within the remit of the legislation delegated to the service.
- Provide you with feedback and updates about services relating to your enquiry.
- Enables us to carry out specific functions for which we are responsible.
- Assess the quality of service.

The lawful basis on which we use this information

We collect and process information about you under Article 6 (1)(e) in that, the processing of your information is necessary for the licensing service to perform its official lawful functions

We collect and process criminal conviction or offences information under Article 10, the processing of this information is necessary for reasons of animal welfare and that the collecting of this information is proportionate to the aim pursued with that aim being the protection of the animals being cared for under the license.

We also collect and process information about you in relation to law enforcement and public task under Parts 2 and 3 of Data Protection Act 2018 for the purpose of law enforcement

How we store your personal information

Your information is safely stored on Kirklees Council secure network drives. We will keep name, telephone number, email address, disclosure of criminal convictions data for the duration of that time you hold or apply for a license and in accordance with our retention schedule. If you are no longer associated with a licence, we will hold the information about you for six years for any legal claims and or complaints in line with our retention schedule. This information will then be manually deleted.

Who we may share this information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To protect animal welfare and ensure compliance with licencing conditions
- To safeguard vulnerable children and young people
- To develop national policies
- To manage local authority performance
- To identify and encourage good practice

We may share information within

- Other services within Kirklees Council
- Other partners such as HSE, DEFRA, APHA, appointed Vets, FSA, RPA, World Horse Welfare and other Charitable organisations, West Yorkshire Police and other Police forces, KNH, Other Local Authorities, Environment Agency, West Yorkshire Trading Standards

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on Kirklees Council's [Data protection rights](#) page.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

Animal.Health@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the [‘Contact us’ page on their website](#), or by ringing 0303 123 1113

Appendix 1

Animal Welfare Act 2006

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Dangerous Wild Animals Act 1976

Regulation of Investigatory Powers Act 2000 (as amended)

Zoo Licensing Act 1981 and the Zoo Licensing Act 1981