

Privacy Notice (How we use your information)

Licensing Service

Category of Licence Covered

This privacy notice covers the following licence types only: -

- Licenses issued under the Licensing Act 2003
- Licenses issued under the Gambling Act 2005

For other licence types please visit the following web page –
<http://www.kirklees.gov.uk/licensing>

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

- Personal information
 - name,
 - date of birth,
 - address,
 - Telephones numbers
 - Email address
 - Information relating to complaints
 - Immigration Status
 - Information relating to previous licences
- Characteristics
 - Nationality
- Convictions
 - Applications for a Personal Licence requires the disclosure of criminal convictions.
- Information relating your business
 - Business name
 - Business address
 - Business telephone number(s)
 - Business email address
 - Where the business is a partnership, information about your partner(s)
 - Rateable value
 - Companies house number

Why we collect and hold this information

We use this personal data in order to:

- Enable us to carry out the Council's duties as the Licensing Authority.

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 'special category' information under Article 9(2)(g) and 'criminal conviction' information under Article 10, the processing of this information is necessary for reasons of substantial public interest, and that the collecting of this information is proportionate to the aim pursued with that aim being the protection of the public.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

We will hold it for six years for safeguarding purposes and in case of any legal claims and / or complaints.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council, including but not limited to:
 - Benefit Fraud Team
 - Kirklees Safeguarding Board
 - Public Protection Service
- National government department
 - Department for Work and Pensions
 - Home Office
 - Her Majesty's Revenues and Customs (HMRC)
 - Cabinet Office
 - Gambling Commission
- Other partners
 - West Yorkshire Police
 - Other Police Forces
 - Other Local Authorities
 - West Yorkshire Trading Standards

The Council are under a statutory duty to maintain a public register for applications made under the Licensing Act 2003 and the Gambling Act 2005, these public registers can be found at - <https://licensing.kirklees.gov.uk/PAforLalpacLIVE/1/WcaHome>

Representations

Please be aware the Licensing Act 2003 requires all parties that wish to make a representation against, or for, an application ensure that their name and addresses are included in the letter of representation to make it valid.

Your name and address is required so that the Licensing Authority and the applicant or their representation can validate that the person making the representation qualifies to make the representation in terms of living or working in the vicinity to the premises concerned.

In exceptional cases an interested party can request the Licensing Authority to withhold their details, in any event the original letter must contain the information required.

All letters will be put out into the public domain and some will end up in reports that will be able to be viewed on the Council's website.

If you attend a hearing it may be filmed for live or subsequent broadcast via the council's internet site and can be viewed online by anyone who wishes to log on and view them.

Why we share this information

The licensing service share your information with the above-mentioned services and partners for the purpose of preventing and detecting fraud, prevention and detection of crime and the protection of public funds.

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

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

Further information about data matching exercises with the Cabinet Office can be found at <https://www.kirklees.gov.uk/beta/information-and-data/pdf/data-matching-statement.pdf>

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

Licensing
01484 456868
licensing@kirklees.gov.uk

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