

**PRIVACY NOTICE – Licensing
Regulatory Service: Licensing Team**

1. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

Epping Forest District Council is a data controller pursuant to the General Data Protection Regulation (GDPR). This means that the Council decides how your personal data is processed and for what purposes. The contact details for the Council's Data Protection Officer are:

Data Protection Officer,
Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex, CM16 4BZ.
(01992) 564180
dataprotection@eppingforestdc.gov.uk

2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

Name, address, telephone number, email address and in some cases health information and information relating to criminal and driving offences.

3. WHY DO WE COLLECT THIS INFORMATION & HOW WILL IT BE USED?

We need to use your personal data so we can get in touch or carry out checks to ensure you are fit and proper to hold a licence - in the interests of ensuring the public with whom you may work are safe. We can also use your personal data under many different laws. The principle legislation we work in accordance with are the Local Government (Miscellaneous Provisions) Act 1976 the Town Police Clauses Act 1847 the Licensing Act 2003 and the Gambling Act 2005. In many cases there is a law that says we must or we can process your data and we can do so without your consent or permission.

In some instances (for example, when checking medical fitness reports or requesting details on criminal records), we will need to refer your data to a third-party organisation. These third-party organisations who provide their have to keep your details safe and secure, and use them only for this purpose.

4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

6(1) (e) Public task. The processing is necessary for the data controller to perform a task in the public interest or for official functions and the task or function has a clear basis in law. Special category data includes information about race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation. Criminal offence data includes personal data relating to criminal convictions and offences, or related security measure.

5. WHO WE SHARE YOUR PERSONAL DATA WITH?

In addition to the general reasons for information sharing described in the Council's primary privacy notice, we may share your information with:

- Essex Police
- Internal Council Departments
- the Councils Licensing Committee
- Other Local Authorities
- Disclosure and Barring Service (DBS)
- DVLA
- HM Revenue and Customs
- Central Government Departments
- Insurance Companies
- Other Organisations (where the disclosure is necessary for the purposes of the prevention and / or detection of crime)

6. TRANSFERS TO THIRD COUNTRIES AND SAFEGUARDS IN PLACE

No transfers of personal data to places outside of the European Union take place.

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

The Council will keep your personal information in line with our retention policy.

8. YOUR RIGHTS

Under the General Data Protection Regulation, you have various rights as an individual that you can exercise in relation to the information that the Council holds about you. Information about these rights is available on the data protection page of the Council's website:

<http://www.eppingforestdc.gov.uk/index.php/help/privacy>

9. HOW TO MAKE A COMPLAINT

If you are unhappy with the way in which your personal data is processed by Epping Forest District Council you should contact the Data Protection Officer in the first instance. If you remain dissatisfied with the Council's processing of your personal data, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

<https://ico.org.uk/>