

# Privacy Notice

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0.1	20/06/2018	Alexander Cowen		
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Change History		
Version No	Date	Change Details
0.1	18/06/2018	Initial Draft
0.2	20/06/2018	Amendment final Notice
0.3	24/07/2019	Amendments following new legislation

Related Documents	
Document Title	Location
Privacy Notice	SBC Website

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## Appendix A – Licensing Service Privacy Policy

## **1. Purpose**

- 1.1. The document at **Appendix A** is intended as a corporate template to use as a Privacy or Fair Processing notice for purposes of data protection.

## **2. Applicability**

- 2.1. A privacy notice must be created and made available wherever personal data is collected and processed by a service, team or individual.

## **3. Roles and Responsibilities**

- 3.1. Each Head of Service has overall responsibility for ensuring that data is managed appropriately in accordance with the law and agreed standards.
- 3.2. The Data Protection Officer is responsible for:
  - Directing and reviewing this standard.
  - Ensuring that there is effective consultation, support and communication on related matters in terms of data protection.
  - Publishing & Promoting the adoption of this template.
  - Ensuring compliance with published standards, procedures, working practices, and legal developments.

# APPENDIX A

## Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to work with you and to understand and plan the services you need.

Date of Issue: Update History:

18/06/2018	First issue of a new Privacy Notice
20/06/2018	Amendment to include DPO
24/07/2019	Amendments following new legislation

**Directorate:** Adults and Communities

**Service:** Regulatory Service

**Team:** Licensing service

### About the Organisation

Slough Borough Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

#### Contact Address:

St Martins Place

Bath Road

Slough

Berkshire

SL1 3UF

**ICO Registration Number: Z6795420**

### The Data Protection Officer

The Data Protection Officer for Slough Borough Council is:

Alexander Cowen

Contact details are: [dataprotectionofficer@slough.gov.uk](mailto:dataprotectionofficer@slough.gov.uk)

## **Licensing Service Privacy Notice**

The Licensing Team of Slough Borough Council (SBC) is committed to protecting and respecting your privacy when you use our services. For the purposes of the 2018 General Data Protection Regulation, the **Data Controller** is Slough Borough Council, St Martins Place, 51 Bath Road, Slough, Berkshire. This privacy policy sets out how and when we use any personal information that we collect about you when you use our services, the conditions under which we may disclose it to others and how we keep it secure.

When you contact us to access our services, apply for a licence, registration or permit or we contact you as part of an investigation we may ask you for certain personal information in order to be able to assist you with your enquiry or to enable us to investigate fully. Some of this information will be recorded and stored on our systems.

### **What data/information do we collect about you?**

When you apply for a licence, registration or permit we require a range of details including, but limited to, name, contact details, such as your address, email address and telephone number, date and place of birth, gender and nationality. In some cases we also require national insurance number, bank account details (scrap metal dealers), address history, current employer and employment history, and for some applications full details of any previous criminal convictions or cautions. If you choose not to supply the required information for a specific type of licence we will not be able to progress the application.

### **Right to work in the UK**

Personal and premises licence holder applicants and taxi and private hire driver applicants are required to submit documents to prove that they have the Right to Work in the UK. These documents will include nationality and residence information.

### **Taxi, Private Hire and Scrap Metal Dealer licensing**

To ensure that applicants can be considered to be 'fit and proper', background checks are required and the Disclosure and Barring Service (DBS) will be issued with a request for the criminal conviction history of each applicant. For taxi and private hire this will be an enhanced DBS check and for scrap metal dealers a basic DBS check.

### **Taxi licensing**

A medical assessment is also required from the driver applicant's GP and this may contain personal information regarding medical conditions.

We will gather this information because it is in the public interest to provide information for safeguarding and protecting the public. If you choose not to supply the requested information, we will not be able to progress an application or renew a licence.

## What will we use your data for?

We will use this information to process applications to ensure you are legally entitled to be granted a licence for safeguarding and protecting the public, including vulnerable adults and children, and remind licensees of renewals and investigate complaints.

We will not use your information for any marketing purposes.

## How do we store your information, and for how long?

The information we collect is carefully stored electronically.

We will hold copies of completed application forms and supporting documents during the lifetime of the licence. Once the licence has lapsed, been surrendered or revoked it is retained for seven years.

## Who will see your data and when and why we share your information

We do not share your information with anyone else unless we are required to do so by law or it is necessary to provide our services to you.

Below is a list who we **may** share your information with:

Shared with	What and why
<b>Internal</b>	
Health and safety	As a Responsible Authority under the Licensing Act 2003 applications and information will be shared to ensure that the legislative obligations are met under the Act.
Planning and Transport	We may need to pass on information, for example in relation to Street Trading applications, a new business, where there may be planning or transport implications. As a Responsible Authority under the Licensing Act 2003 and Gambling Act 2005, applications and information will be shared to ensure that the legislative obligations are met under the Acts.
Environmental Protection	As a Responsible Authority under the Licensing Act 2003 and Gambling Act 2005, applications and information will be

	shared to ensure that the legislative obligations are met under the Acts.
Legal Services – HB Public Law	We may share information with legal services to obtain advice if we are considering taking legal action.
Food safety team	<p>We may share information on licensed premises to assist the team with an investigation.</p> <p>We may need to pass information, for example in relation to food registered businesses and street traders.</p>
<b>External</b>	
Slough Borough Council Trading Standards	<p>As a Responsible Authority under the Licensing Act 2003 applications and information will be shared to ensure that the legislative obligations are met under the Act.</p> <p>We may share information on licence holder and licensed businesses to assist the team with investigations</p>
Slough Borough Council, Local Safeguarding Children's Board, Children's Services departments and Adult Safeguarding	As a Responsible Authority under the Licensing Act 2003 and Gambling Act 2005, applications and information will be shared to ensure that the legislative obligations are met under the Acts.
Royal Berkshire Fire and Rescue Service	As a Responsible Authority under the Licensing Act 2003 and Gambling Act 2005, applications and information will be shared to ensure that the legislative obligations are met under the Acts.
Slough Borough Council Public Health	As a Responsible Authority under the Licensing Act 2003 applications and information will be shared to ensure that the legislative obligations are met under the Act.

<p>The Police</p>	<p>As a Responsible Authority under the Licensing Act 2003 and Gambling Act 2005, applications and information will be shared to ensure that the legislative obligations are met under the Acts.</p> <p>We may also share licensee's information to assist with the protection of the public and investigations.</p>
<p>Home Office</p>	<p>As a Responsible Authority under the Licensing Act 2003 applications and information will be shared to ensure that the legislative obligations are met under the Act.</p> <p>To ensure that applicants have the Right to work in the UK.</p>
<p>Maritime and Coastguard Agency</p>	<p>As a Responsible Authority under the Licensing Act 2003 applications and information will be shared to ensure that the legislative obligations are met under the Act.</p>
<p>HMRC</p>	<p>As a Responsible Authority under the Gambling Act 2005 applications and information will be shared to ensure that the legislative obligations are met under the Act.</p> <p>Personal data will also be provided when required under the Finance Act 2011.</p>
<p>Gambling Commission</p>	<p>As a Responsible Authority under the Gambling Act 2005 applications and information will be shared to ensure that the legislative obligations are met under the Act.</p>
<p>DEFRA</p>	<p>For scrap metal dealers to confirm the existence of a 'Waste Carriers Licence'.</p> <p>Copies of zoo applications are provided and arrangements made for inspections.</p> <p>Information held under The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018</p>



	Statutory requirement for the processing of information under the Air Quality (Taxi and Private Hire vehicles Database)(England and Wales) Regulations 2019
Environment Agency	Details of Scrap Metal Dealers are provided for the Environment Agency register. We may also share information on licensed dealers to assist with any investigations.
Nominated vet	Copies of animal licensing and welfare applications are provided and arrangements made for inspections.
Other Local Authorities	We provide confirmation of personal or driver licence holders to other Licensing Authorities.
Disclosure and Barring Service	Personal details submitted on criminal conviction DBS applications forms-Driver, scrap metal dealer and personal licence holder applicants.

### **Transfer Overseas**

Your data will not be stored or sent outside of the UK.

### **What are our legal grounds for processing your information?**

- With your consent;
- Where it is in the public interest to do so;
- To comply with a legal requirement - for example processing licence/registration or permit applications;
- Where it is in the legitimate interest of SBC to do so; for example where there may be a risk to the public;
- With your explicit consent, or where there is a substantial public interest. For example when dealing with sensitive issues, such as medical or safeguarding issues.

When we rely on your consent or explicit consent and you wish to withdraw this consent, you can do so by contacting us at the address above or on [licensing@slough.gov.uk](mailto:licensing@slough.gov.uk)

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on website <http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx>

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

## **Further information and how to contact us**

We work hard to ensure that we only gather information that we need to, to deliver the services that you are entitled to in the best way possible. However, if you have any concerns you can contact us by email [licensing@slough.gov.uk](mailto:licensing@slough.gov.uk), telephone 01753 875664, or write to Licensing Services, Landmark Place, High Street, Slough, Berkshire, SL1 1JL