



## **Privacy Notice for Licensing Applications**

### **Why we are collecting your data**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to carry out checks to enable us to decide whether or not to issue you with the licence you have applied for and process your application to completion. We will only collect the personal data from you we need in order to provide this service to you.

### **What is the legal basis for processing this data?**

The legal basis we rely on to process your personal data is article 6(1)(c) of the GDPR. The processing is necessary for compliance with a legal obligation we are subject to – see below:

- Licensing Act (2003)
- Local Government (Miscellaneous Provisions) Act (1976)
- Town Police Clauses Act (1847)

We will not be able to assess and process your licensing application without the personal data you provide us with.

### **Who will your information be shared with?**

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We may check information provided by you, or information about you provided by a third party, with other information we hold. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds, if the law allows it. These third parties include the Police and government departments such as Immigration.

We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud. Councils are required to provide particular sets of data to the Cabinet Office for this purpose and cannot refuse to hand over this data.

Where we need to disclose sensitive information such as medical details to a third party, we will do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

### **We will not**

- Use your information for marketing or sales purposes without your prior explicit consent.

- Send or store your data abroad
- Make decisions about you based on automated processing.

### **How long will we hold your data for?**

We will keep your data for 6 years from the date the licence expires.

### **Your rights**

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Identity of the Data Protection Officer**

Data Protection Officer – Oliver Dixon, Senior Lawyer

### **Contact details**

1 Grove Road, Eastbourne BN21 4TW

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

Tel: 01323 410000