

## **Privacy Notice (How we use your information)**

### **Licensing Service**

#### **Category of Licence Covered**

This privacy notice covers the following licence types only: -

- A'Baords
- Car Boot Sales / Craft Fairs
- House to House Collections
- Street Collections
- Pavement Café Licences
- Street Trading Consents
- Street Activities
- Distribution of Free Printer Matter (Flyers)
- Scrap metal Dealers (Site Licences and Mobile Collectors)
- Sexual Entertainment Venues

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
- Characteristics
  - Ethnicity
  - Applications for a Sexual Entertainment Licence requires the disclosure of gender.
- Convictions
  - Applications for Street Trading Consents, Distribution of Free Printer Matter Licences, Scrap Metal Licences and Sexual Entertainment Licences, require the disclosure of criminal convictions.
- Financial Information
  - Applications for Scrap Metal Licences require the disclosure of bank details
- 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
  - 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)
  - Driver Vehicle and Services Agency
- Other partners
  - West Yorkshire Police

- Other Local Authorities
- West Yorkshire Trading Standards

## **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 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>

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

Licensing  
01484 456868  
[licensing@kirklees.gov.uk](mailto: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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.