

# **Licensing Services – Alcohol & Entertainment Licensing**

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

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

- personal information (such as name, address, date of birth)

### **Why we collect and use this information**

We use your data to:

- enable us to assess your application for a licence;
- correspond with you about your application/ licence
- monitor compliance with the conditions of any licence granted by the Council;
- take any necessary enforcement action;
- provide statistics to Government departments e.g. the Home Office

### **The lawful basis on which we use this information**

We collect and use your information for the purposes of carrying out statutory functions under the Licensing Act 2003 and Police Reform and Social Responsibility Act 2011

### **Collecting this information**

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

We hold your data for 6 years.

### **Who we share this information with**

We routinely share information with:

- Kent Police and other bodies designated as Responsible Authorities under the Licensing Act 2003
- Other licensing authorities
- Internal services e.g. Planning Services, Environmental Health, Admin Services (in connection with Mayoral events) for the purposes of regulatory compliance

## Public Register

The Council is required to keep a public register which records details of licences/authorisations it issues, temporary event notices it receives, other notices and applications to it and any other information that the Secretary of State provides. This register may contain personal data. To view the Council's register please go to

<https://www.tmbc.gov.uk/services/business/licences-and-street-trading/food-alcohol-and-entertainment-licensing/licensing-key-information>

## Why we share this information

We may share data with Kent Police on a statutory basis under Data Protection legislation. This data sharing enables the Police to carry out their statutory functions in relation to the prevention and detection of crime.

## Data collection requirements

To find out more about the data collection requirements placed on us by the Home Office go to <https://www.gov.uk/government/collections/alcohol-and-late-night-refreshment-licensing-england-and-wales-statistics>

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal

information it collects, please refer to the Corporate Privacy Notice  
<https://www.tmbc.gov.uk/privacy-notice>.