

## **Data Protection Privacy Statement – Personal Licences (LA2003)**

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the [ICO website](#) (opens in a new window) Registration Number Z5916725.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

In relation to Applications for a personal licence Bedford Borough Council will process your personal data for the following processing purposes:

**To determine whether the application submitted meets the statutory requirements for such an application and if it does it will be referenced for a hearing or granted. If it doesn't, a refusal decision will be issued by the Council. When the application is granted it authorises matters under the Licensing Act 2003 licensable activity under the Local Government (Miscellaneous Provisions) Act 1976.**

**Relevant details of personal licences are included in the Public Register required under statute. The Council may create extracts from the register from time to time.**

It is processing this personal data by virtue of the following Lawful Basis:

- **Compliance with a legal obligation**
- **Performance of a task carried out in the public interest or exercise of official authority.**

**And for special category data -information is required by legislation and is provided by applicant to support application.**

Personal data provided for Personal Licences may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

- **Statutory Consultees as defined by legislation**
- **Home Office (Right to Work)**
- **Disclosure and Barring Service**

The processing of your personal data will be restricted in time to:

**The personal information you provide will be held for the duration of your licence from the date of receipt, after which it will be securely destroyed 5 years after the expiry, surrender or revocation of your final licence, in line with our retention policy (except in the event of an appeal or judicial inquiry, in which case it will be retained for as long as is required to determine these matters). Any complaint/issues raised about the Licence are retained for 5 Years before being destroyed. The Public Register will be retained permanently.**

Your personal data will be held by/for the Council within the UK or the EU.

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP  
Email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)  
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or send to the above address.

Alternatively if you are unhappy in the way Bedford Borough Council has handled the processing of your information in any way, you have the right to contact the UK's Supervisory Authority: The Information Commissioner's Office who can be contacted:

By webform: <https://ico.org.uk/global/contact-us/email/casework@ico.org.uk>  
By email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or,  
By telephone: 0303 123 1113

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## Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on its Internet site. This Notice was last updated in Feb 2019.