

## **Privacy Notice**

Licensing is a service of Babergh & Mid Suffolk District Councils. This privacy notice explains how we use any personal information we ask about you when completing your application via the Councils online Self Service forms.

### **What information do you collect about me?**

We will collect personal information about you as you complete your application form, consisting of contact details including names, addresses, telephone numbers, mobile numbers, email addresses, along with where necessary information about your national insurance number, date of birth, place of birth, nationality (this may include details of, for example a passport for immigration verification purposes).

### **Why do you collect this personal information and how do you use it?**

In completing/applying for one of the services below, you are submitting information for:

- Alcohol, Entertainment and Late Night Refreshment
- Sex Establishment Venues
- House to House Collections
- Street Collections
- Gambling – Temporary and Occasional Use Notices

Under the Licensing Act 2003, Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1982 and Policing and Crime Act 2009, we require the information to assess your application before any licence can be issued, we are also required under the above law, regulation or statutory good practice guidance to retain and share your information where necessary with agencies such as HMRC, Police, Home Office and other public bodies and government departments for purposes which include prevention and detection of fraud, immigration control matters, public safety or promotion of licensing objectives. The information you provide to us will only be used for the purposes stated within this notice and we will only contact you should we require further information about your application or subsequent licence on issue. All of your information will be processed in accordance with the General Data Protection Regulations and may also be used by us and our partners to deliver and improve this service. We will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done click: [How we use your information](#)

### **General Data Protection Regulation**

Any personal information we capture about you is processed under the terms of The General Data Protection Regulation and the Council's Data Protection Policy which can be found at: [Data Protection Policy](#)

### **Can I access the information you hold about me?**

Under the Data Protection Act, you can ask us for access to information that we hold about you. This is called a data subject access request; you will need to request this information in writing. To help you in this process we have prepared a [Data Subject Access Request](#) form that you can download and complete. We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

If the information is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement.

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a Step two complaint in accordance with our [complaints procedure](#)

If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner, visit their page: [Information Commissioner, report a concern](#)

### **How can I contact you?**

Please contact us if you have any questions about this privacy notice or information we hold about you by email at: [dataprotection@baberghmidsuffolk.gov.uk](mailto:dataprotection@baberghmidsuffolk.gov.uk) or write to us at: Data Protection Officer Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX