



Privacy notice for Licences and Permits

Why we collect your personal information

Borough Council of King's Lynn and West Norfolk ("the Council") takes the safety of your personal information very seriously and will only ever process your information in accordance with the law, this includes the General Data Protection Regulations (UK GDPR), the Data Protection Act 2018 and any other relevant legislation. Under this legislation, you have a right to know how the Council processes your data and the purpose of that processing.

We collect data to fulfil our licensing obligations, as outlined in our [Licensing Policy](#). For example, to:

- assess each applicant's suitability for a licence
- ensure that they meet our criteria.
- maintain our statutory public register.

The Council may use your data for any of the following purposes, in line with our [corporate privacy policy](#):

- Service delivery
- Service improvement and planning
- Statutory requirement i.e. reporting to Government agencies.
- Regulatory, licensing and enforcement actions
- All lawful purposes, including but not limited to the prevention and detection of crime, including fraud and money laundering.

We also collect data to correspond with licence holders as and when required. We process and issue licences for:

Taxi licences

- Private Hire Drivers
- Private Hire Vehicles
- Hackney Carriage Vehicles
- Private Hire Operators
- Special Event Vehicles

Alcohol, entertainment and charitable collections

- Premises licences
- Club Premises Certificates
- Personal Licences
- Street Collection Permit
- House to House Collection
- Temporary Event Notices - see below
- Sex Establishment Licence
- Small Society Lottery Registration
- Alcohol licenced Premises Gaming Machine Permits



- Gaming Machine Permits
- Betting Premises
- Adult Gaming Centre
- Casino Licence
- Bingo Licence
- Family Entertainment Centres
- Club Machine
- Film Classifications

Caravan sites and camping

- Small and Large Holiday Site Licence
- Touring Caravan Site Licence
- Tent Campsite Licence

Animal licences

- Animal Boarding
- Dog Breeding
- Riding Establishments
- Pet Shops
- Exhibition of Animals
- Zoo
- Dangerous Wild Animals

Our Licensing Team handle any complaints related to licence holders. The team also collects data for new and existing licence holders in order for the authority to determine applications and identify any non-compliance. Information may also be gathered to identify any unlicensed activity.

Categories of personal data

To carry out our statutory duties we collect and obtain the following information where appropriate:

- Names
- Addresses
- Dates of birth
- Nationalities
- Right to work status'
- Telephone numbers
- Email addresses
- Vehicle registrations
- Medical records and conditions
- Convictions
- Police cautions
- Police Intelligence not resulting in a convictions
- Payment details (debit/credit card)



- Bank account numbers and sort code for Direct Debits
- Registered GP/Practices
- NI numbers
- DVLA licences
- Photographs

The information collected and held will vary dependent on the service and licence type.

Why we are allowed to use your data

Under the **General Data Protection Regulation (GDPR)**, the licensing service collects and uses this information under powers given to Local Authorities. The following categories of lawfulness apply:

- Article 6(c) Processing is necessary for compliance with a legal obligation
- Article 6(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The legal basis for processing your personal information are based on the following statutory duties:

Licensing Act 2003

We are responsible for licensing premises where there is:

- The sale by retail of alcohol.
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club.
- The provision of regulated entertainment.
- The provision of late-night refreshment (i.e., the supply of hot food or hot drink between 11pm & 5am).

Our duties under the statutory guidance issued by the Secretary of State under section 182 of the Licensing Act 2003 are to ensure that applicants/licence holders of alcohol and entertainment licences meet the 4 licensing objectives:

- The prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- The protection of children from harm.

Taxi licensing

For taxi licensing, we have a statutory duty to protect the public and ensure that drivers and operators are fit and proper and that only suitable and safe vehicles are licensed as private hire or hackney carriage vehicles. It is our statutory duty to license drivers, vehicles and operators to provide safe hackney carriage and private



hire transport services for the public under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

Gambling Act 2005

The Gambling Act contains three licensing objectives which underpin the function of the local authority and the Gambling Commission:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Other legislation

The Licencing enforcement team also apply and adhere to the following legislation:

- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847
- Equality Act 2010
- Animal Welfare Act 2006

Special category data

On limited occasions we may come into possession of **special category data**.

To process this data, Article 9 of the GDPR will apply:

- Article 9 (a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- Article 9 (f) Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered with you or we may be prevented from complying with our legal obligations.

Who we may share your information with

We may share personal information about you with the following types of organisations:

- Police
- Other Local Authorities
- Central government bodies such as HMRC and DEFRA
- Solicitors
- Court
- National Anti-Fraud Network (NAFN)



- National Register of Taxi Licence Revocations and Refusals
- the Gambling Commission and the Disclosure & Barring Service (DBS)
- Other departments within the council

Where necessary these organisations may, under contracts or similar agreements, use third party organisations to process the data we have provided to them. These third party organisations will not be able to use the data for any other purpose and must meet the requirements of data protection legislation and government's security standards.

As well as information collected directly from you, we also obtain or receive information from: Police, other Local Authorities, HMRC, Solicitors, Court, other departments within the council, Gambling Commission, Licensing Agents, Insurance companies, Driver and Vehicle Licensing Agency (DVLA), VOSA, NAFN and DBS.

Licensing Act 2003

We use the information to process your application or variation or other application for licence or certificate or your personal licence application or a temporary event notice, and, if granted, to regulate your licence, certificate or notice. We may share the information with other departments at the Council to enable us to deal with your application. The Council's Estates Team may receive copies of application forms to alert them to any potential changes to the use of council land. Borough Councillors may receive this information to enable them to carry out ward councillor functions.

Accessing the information we hold about you

You have the right to ask for all the information we have about you. This is called a Subject Access Request (SAR). Find out more and make an application online [here](#).

If you wish to see more information about the way in which the Council uses your data, you can access our [Corporate Privacy Policy](#) and our [Data Protection Policy](#).

You can also find out more on the [ICO website](#).

How long we keep information about you

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it.

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

See our corporate [retention policy and schedules](#) to see how long we keep records for different services.

Taxi licensing



All records relating to the administration of Taxi/Hackney Carriage/Private Hire licence schemes will be retained for 6 years. Where a licence is refused, revoked or suspended, we retain records for a period of up to 75 years in the interests of public safety.

Where there has been a revocation of refusal of a licence, we will add this information to the National Register of Taxi Licence Revocations and Refusals (NAFT/NR3). Any relevant data entered onto this register which relates to existing licence holders may be considered as part of future renewal processes.

The data recorded on the national register comprises:

- Licensing Authority URN (Mandatory)
- Name of licence holder (Mandatory)
- Date of birth (Mandatory)
- Driving licence number (Mandatory)
- Taxi licence type (Mandatory)
- Address (Mandatory)
- Decision taken on refusal, revocation or suspension but not the reason for it (Mandatory)
- Date of decision (Mandatory)
- Date decision takes effect, if different to date of decision (Mandatory)
- Date of any subsequent change to the decision, and the date it takes effect, if different (Mandatory)
- National Insurance Number (Mandatory)
- Licence holder contact details (Optional)
- If a suspension, the date on which the suspension is to end (Mandatory)

When conducting a search of the national register, where there is a match, the following data will be displayed:

- Date record entered by Licensing Authority
- Name of Licensing Authority
- Licensing Authority URN
- Name and contact details of officer (who created the record or conducted a search of the record)
- Matched fields
- Type of entry (Record or Search)

More information

See our corporate data protection policy at https://www.west-norfolk.gov.uk/info/20006/council_and_democracy/326/data_protection for more information on your rights and for ICO contact details.

July 2024 Version 0.1

Borough Council of
**King's Lynn &
West Norfolk**



If you have a concern about how we are using your information,
we would ask you to contact us in the first instance
at data.protection@west-norfolk.gov.uk