



Privacy Notice - Central Licensing Unit.

Your personal information – what we need and why

East Northamptonshire Council (the data controller) (ENC), on behalf of Daventry District Council, Kettering Borough Council, Corby Borough Council and the Borough Council of Wellingborough (the councils) collect your personal information to deal with your application or licensing service request.

The personal information we collect will include your name, address and contact information, your bank account or credit/debit card details (where you have provided them to pay for a service) and other relevant information to help us process your licence application or request.

We may also require special category information for some types of licence application, for example, medical and health records from health providers or information of a sensitive nature from other government agencies.

We are required by law carry out checks including:

- whether you are fit and proper to hold a licence;
- verification of your identity and right of work status; and
- checking for convictions.

We are also required by law to keep records relating to license applications and to produce licenses accurately.

The council has a statutory responsibility to provide licensing services.

Our licensing policies, which detail the legislation we operate under, can be found at <http://www.northantslicensing.gov.uk/>

Where your application is in the East Northamptonshire Council area we (ENC) may also use this information for enforcement purposes under the appropriate licensing legislation. Where there is a requirement for enforcement action in any of our partners locations this work will be carried out by the relevant council team.

We will not collect any personal data from you that we do not need. In some cases you can refuse to provide information but you should note this may impact on our ability to provide services to you.

How we keep your information safe.

The council takes data security seriously. The information you provide will be held in our dedicated secure databases and is only accessed by authorised staff in accordance with our privacy statement: https://www.east-northamptonshire.gov.uk/info/200220/data_protection_act/1811/privacy_statement/1



Who do we share your data with?

We will share your personal information internally and where appropriate with our partner councils to process your application or query and where necessary for enforcement purposes.

We are also obliged by law to share your information with responsible authorities and consultees under the various licensing regimes.

We may also contact any third parties who you have told us have an interest in your application for verification purposes.

In some circumstances personal information may be provided to a licensing committee to allow decisions to be made. Personal information may be shared as part of a public hearing unless it is not in the public interest to do so in which case the matter will be considered in a private hearing. For further information please see the relevant licensing policy which may be found at <http://www.northantslicensing.gov.uk/>

All payments made to the council are made using a third party secure system. The council does not have access to or store your card details.

No other parties have access to your information unless the law expressly allows them to.

How long do we keep your data?

We will keep your information for six years after receipt of a service request or expiry or surrender of a licence.

Any criminal convictions or medical data will be returned to you or securely destroyed once the license has been determined.

When we no longer need to hold your personal information it will be securely destroyed.

Your Data Rights and Our Privacy Statement

For further information about how East Northamptonshire Council uses your personal data, including your rights as a data subject, please see our [Privacy Policy](#) on the website. If you are unhappy with the use of your personal data or for further information please contact the council's [Data Protection Officer](#)

[Further information regarding how our partner authorities use personal data can be found on their webpages.](#)