

# Privacy Notice for Open pavement licensing applications

## Service description

Customers may apply for, and comment on, applications for licences to have table and chairs on the highway. Applications are published on our website to allow people to comment on the applications.

## Processing activity

The purposes for which your data will be used:

- Dealing with applications for open pavement licences
- Publishing details of applications (see below) to allow people to comment on those applications

## Information requirements

For applicants:

- Name
- Address
- E-mail address
- Phone number
- Date of birth
- National Insurance number
- Business name
- Business address
- Evidence of right to occupy the business address
- Confirmation and evidence of your insurance
- Photos of your businesses signage
- A risk assessment
- Location of furniture
- Plans of the furniture and the highway
- Times you are asking to use the highway
- License period
- KCC application number (if applicable)
- Debit / Credit card details

For people commenting on applications:

- Name
- Email address
- Your comments

## Lawful bases

Our **lawful bases** for processing your personal information are:

- Legal Obligation (we are obliged to deal with applications)
- Public Task (we are allowed to publish these applications)

## Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

In certain circumstances your rights may be restricted.

## Data Processors

Canterbury City Council uses Jadu (providing the application and comments service) and Capita (handling payments) as data processors.

## Data sharing

To process payments made by debit or credit card we share card details with WorldPay, our merchant bank.

Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

## Data publishing

When you make an application the following information will be published on our website:

- Business name
- Business address
- Evidence of right to occupy the business address
- Photos of your businesses signage
- A risk assessment
- Location of furniture
- Plans of the furniture and the highway
- Times you are asking to use the highway
- License period

Applications will be displayed for 15 days, then removed from public display.

Please note that comments made about applications are not published on our website.

## Retention

We keep your personal information for the minimum period necessary. Application information outlined in this Privacy Notice will be kept until 31st December 2021 in accordance with our Retention Policy. Payment information will be kept for as long as necessary in accordance with the standard of the payment card industry.

All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.canterbury.gov.uk/privacy](http://www.canterbury.gov.uk/privacy) for further details of how we process your personal information and your rights.