

Privacy Notice for Licensing Service

Service description

Canterbury City Council has a statutory duty to process licences and applications for the following:

- Food
- Alcohol, Entertainment Late Night Refreshments
- Animal Licensing
- Boat and Boatman Licensing
- Camp Sites
- Caravan Sites
- Gambling and Betting
- Game Dealing
- House to House Collections
- Hypnotism
- Scrap Metal Dealers Registration
- Sex Establishments
- Skin Piercing Licenses
- Street Collection Permit
- Street Trading
- Taxi Licensing

Processing activity

The purposes for which your data will be used:

- Dealing with licence applications
- Maintaining a register of licences including a public register
- Providing a mailing list about lost property in taxis and private hire vehicles

Information requirements

This information may include:

- Name
- Address
- Email address
- Telephone number
- Employment details
- Relevant qualification details
- Proof of relevant age requirement
- Photo ID
- Licences and permits held
- Business activities and premises
- Vehicle details
- Boat details
- Health details
- Criminal record

Lawful bases

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

- Legal Obligation (in relation to license applications)
- Substantial public interest (in relation to special category data)
- Legal Obligation (in relation to criminal records)
- Consent (in relation to the mailing list)

Your rights

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

Data Processors

Canterbury City Council use MailChimp for our mailing list service. MailChimp comply with Privacy Shield which is the equivalent of an adequacy decision from the EU. MailChimp store data in America.

Data sharing

We may share your information with:

- Courts and tribunals
- Police forces
- Local and central government
- Licensing authorities
- Law enforcement and prosecuting authorities
- Other relevant third parties

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

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