

Privacy Notice for Markets

Service description

In order to provide a market stall and street trading licensing service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service.

Processing activity

The purposes for which your data will be used:

- Processing applications for and grant of temporary or casual licences (market trader)
- Processing applications for and grant of permanent licences (market trader)
- Processing applications for and grant of temporary or casual licences (street trading)
- Processing applications for and grant of permanent licences (street trading)
- Processing payments for licence fees
- Investigating and if applicable, prosecuting for illegal trading

Information requirements

This information may include:

- Your address, telephone number, email address
- Address of premises used for storage of stall/food
- Age and date of birth
- National Insurance Number
- Trading name
- Business interest(s)
- Reference(s)
- Passport /driving licence details
- Photos
- Proof of right to work in the UK (if subject to immigration control only)
- Previous offences declaration(s) including alleged offence(s) and Police National Database checks
- Public liability insurance certificate(s)
- Registration card(s)
- Street trading consent(s), refusal(s) & revocation(s)
- Relevant qualifications
- Food business registration form(s)
- Food hawker registration details

Lawful bases

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

- Legal Obligation
- Public Task

Your rights

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

Data Processors

N/A

Data sharing

We may share your information with a number of other organisations for example the Police, Border Force, HM Custom and Excise, HMRC, Cabinet Office (as part of the National Fraud Initiative) and Kent County Council's Trading Standards for the purposes of prevention and detection of crime.

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.