

Privacy Notice: Licensing

Your Personal Data

Who we are:

We are Harborough District Council and your privacy is important to us. We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

If you have any concerns about how the Council is handling your personal data, these can be raised with the Council's Data Protection Officer:

Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

Telephone 01858 828282 Email FOI@harborough.gov.uk

We keep our privacy notice under regular review and we will place an updated version on this page.

This will help ensure that you are always aware of what information we collect and how we use it.

What we need

We will only collect basic personal data about you which includes your name, address, telephone number, email etc. together with information you have given us and information that we receive from third parties e.g. landlords and other property owners..

Why we need it

For some of our services, we need to use your personal data so we can get in touch, or provide the service. We can also use your personal data under many different laws. The main ones for the Council are the Local Government Acts and the Localism Act 2011, but there are many more. You can see all the laws below. In many cases there is a law that says we must or we can process your data and we can do so without your consent or permission.

For some services we process your data under a contract e.g. a commercial pest control contract.

Where we do not directly provide the service, we may need to pass your personal data onto the organisations that do. These providers are under contract and have to keep your details safe and secure, and use them only to provide the service.

What we do with it

Your personal information will be treated as confidential but it may be shared with other Council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our [website](#)

This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

The Council may also use your information for the purpose of performing any of its statutory enforcement or regulatory duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime including fraud or auditing/administering public funds. We may also share data with bodies or individuals who may help inform any decision making processes, where permitted by contract, consent or by law.

There is also information about your computer hardware and software that is automatically collected by Harborough District Council. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Harborough District Council for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Harborough District Council Web site.

We will not disclose your personal information to third parties for marketing purposes.

What are your rights

You have the right to:

- request a copy of your information (known as a subject access request)
- request rectification or erasure of your information,
- request a restriction on the processing of your information, and,
- object to processing of your information,
- complain to the Information Commissioner's Office about the way the Council processes your information.
- set your browser to remove or reject cookies before using Harborough District Council website

What Special Category information does HDC collect from and about you?

We collect and use different types of personal information about you, depending on your circumstances or your individual needs and requirements. This may include any details required to support licensing applications and or investigations under environmental or food related legislation. This may involve the use of medical data where appropriate. All data is treated confidentially and we will not ask you for more information that we require to exercise our duties.

of and medical and financial needs assessments which may be required in order for the Council to deliver its service to you.

If you require further information about the use of your data or would like to exercise any of the above rights, please contact:

Data Protection Officer, Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

Transferring information overseas

In certain circumstances we may transfer your information to organisations in other countries on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws.

How your information is stored.

Currently all related data processing is carried out and stored with username, password and profile restricted system and network storage locations. Access to such systems is profiled to be on a role/need basis. Some bespoke systems are used and restricted in the same manner.

How long we keep your information

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. Please see the Council's [Document Retention Policy](#) for further information.

Website information

Harborough District Council encourages you to review the privacy statements of Web sites you choose to link to from Harborough District Council so that you can understand how those Web sites collect, use and share your information. Harborough District Council is not responsible for the privacy statements or other content on Web sites outside of the Harborough District Council family of Web sites.

Use of Cookies

The Harborough District Council Web site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Website via your web browser. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

Relevant Legislation:

- Animal Boarding Establishments Act 1963
- Animal Health Act 1981
- Animal Welfare Act 2006
- Anti-social Behaviour, Crime & Policing Act 2014
- Breeding of Dogs Act 1973
- Building Act 1984
- Caravan Sites Act 1968
- Caravan Sites and Control of Development Act 1960
- Clean Air Act 1993
- Clean Neighbourhoods and Environment Act 2005
- Control of Dogs Order 1992
- Control of Pollution Act 1974
- County of Lancashire Act 1984
- The Cremation (England and Wales) Regulations 2008 (as amended)
- Dangerous Dogs Act 1991
- Dangerous Wild Animals 1970 and 1991
- Environment Act 1995

- Environmental Protection Act 1990
- Food and Environment Protection Act 1985
- Food Safety Act 1990

- Food Safety and Hygiene (England) Regs 2013 (as amended)
- Gambling Act 2005
- Health Act 2006 (Part 1) and any regulations thereunder
- Health and Safety at Work etc. Act 1974
- Health Protection (Part 2A Orders) Regs 2010
- Housing Act 1985
- Housing Act 2004
- Housing Grants Construction and Regeneration Act 1996
- Licensing Act 2003
- Local Government and Housing Act 1989
- Local Government (Miscellaneous Provisions) Acts 1976 and 1982
- National Assistance Act 1948
- Noise Act 1996
- Official Feeds Food Controls (England) Regs 2009
- Pet Animals Act 1951 as amended 1983
- Prevention of Damage by Pests Act 1949
- Products of Animal Origin (Import and Export) Regs 1996 (as amended)
- Products of Animal Origin (3rd Country imports) (England) (amendment)
- Public Health Act 1936
- Public Health Act 1961
- Public Health (Control of Disease) Act 1984
- Redress Schemes for Letting Agency Work and Property Management Work (requirement to belong to a scheme etc.)(England) Order 2014
- Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
- Riding Establishments Act 1964 and 1970
- Scrap Metal Dealers Act 2013
- Sunbeds (Regulation) Act 2010
- Sunday Trading Act 1994
- Town and Police Clauses Act 1847
- Water Industry Act 1991
- Zoo Licensing Act 1981