

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 personal data about you which is required of by law or process. This may include:

- your name
- your address
- your medical history
- your criminal record history
- details of how your complaint affects you
- Any vulnerabilities you may have
- notes about any relevant which you may have informed us of

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. Some specific tasks include:

- processing licensing applications (licences, permits, notices etc)
- Making relevant and necessary checks for issuing licences
- logging actions taken
- logging, investigating and updating you about a complaint that you have made

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.

What we do with it

Your personal information will be treated as confidential but it may be shared with other Council services and external agencies e.g. DEFRA (under the Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019) where this is required by contract or by law. We may also share information 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 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.

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: (List not exhaustive)

- Licensing Act 2003
- Gambling Act 2005
- Animal Boarding Establishments Act 1963
- The Dangerous and Wild Animals Act 1976
- Animal Welfare Act licensing of activities involving animals 2018

- Lincoln City Council Act 1985
- The Riding Establishments Act 1964 and 1970
- Scrap Metal Dealers Act 2013
- Local Government (Miscellaneous Provisions) Act 1982
- Police Factories Etc (Miscellaneous Provision) Act 1916
- The Breeding of Dogs Act 1973 & 1991
- The House to House Collections Act 1939
- Hypnotism Act 1952
- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847 and 1889
- Caravan Site and Control of Development Act 1960