

The following information applies to Licencing:

Alcohol and premises

Alcohol related and entertainment

Personal licence

Club premises certificate

Temporary event notice

Taxi and private hire

Taxi, Hackney carriages

Private hire

Taxi and Private Hire Operators

Other licenses

Gambling

House to house

Lottery

Tattooists, Ear-Piercing, Electrolysis and Acupuncture

Scrap metal

Street collections

Street trading

Animal Boarding

Data Controller:

Tamworth Borough Council

Marmion House

Lichfield Street

Tamworth

Staffordshire

B79 7BZ

Data Protection Officer:

Nicola Hesketh

Tamworth Borough Council

Marmion House

Lichfield Street

Tamworth

Staffordshire

B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be able to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Date of Birth
Gender
Contact Information
Financial Information
Payment Information
Nationality

“Special” category Information Collected

Criminal convictions
Medical Information (Taxi Licencing only)

Purpose Collected

Allow us to provide administration for you application, establish your identity and other necessary information about you which will help us determine your eligibility and suitability to hold a license.

Allow us to ensure you are meeting you legal obligations under the license.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Licensing Act 2003
Gambling Act 2005
The Local Government (Miscellaneous Provisions) Act 1976 & 1982
The Town Police Clauses Act 1847
Animal Welfare Act 2006
Animal Health Act 1981
Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973 & 1991
Breeding and Sale of Dogs (Welfare) Act 1999
Dangerous Wild Animals Act 1976
Riding Establishment Acts 1964 and 1970
Zoo Licensing Act 1981
Police, Factories etc (Miscellaneous provisions) Act 1916 section 5
House to House Collections Act 1939
Scrap Metal Dealers Act 2013

Some of your information may also be used:

- to safeguard adults, and children under the Children's Act 1989
- for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5)
- to assist with debt management or to assist with the collection of money owing to the borough council such as rent, council tax, or other sundry debts
- for the detection and prevention of crime under the Crime and Disorder Act 1998 (Reformed 2014)

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary to administer your Housing Benefit, Council Tax Reduction or Second Adult Rebate application. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Revenues Department
Tamworth Borough Council Community Safety Team
Department for Work and Pensions
Tamworth Borough Council Finance Department
Tamworth Borough Council Audit Department
HM Revenues and Customs
National Fraud Initiative
Other Government Bodies

Published as part of a Public Licencing Register
Police Authorities

Third Parties we might gather information from

We may gather information from third parties where required by law or where it is necessary to confirm information provided to us. Examples of the organisations we may gather information from are:

Companies House
Bankruptcy and Insolvency Register – GOV.UK
Council Tax
Health & Safety Executive

Third-Parties Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

M3 – The Council's IT provider M3 may have to access to your personal information on occasions where there is a fault

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.