



Licensing

What services are covered by this privacy notice?

1. **Hackney Carriage and Private Hire Driver, Vehicle and Operator Licensing** – collection of personal data so we can determine whether or not a driver, vehicle owner or operator are a 'fit and proper person' to be the holder of a licence associated with the hackney carriage and private hire trade.
2. **Alcohol and Entertainment Licensing (under the Licensing Act 2003)** – the processing of applications for granting, variations and enforcing of a wide variety of licenses, certificates, permits and notices across the Borough in accordance with the Licensing Act legislation.
3. **Gambling and Betting (under Gambling Act 2005)** - the processing of applications for granting, variations and enforcing of a wide variety of licenses, certificates, permits and notices across the Borough in accordance with the Gambling Act legislation.
4. **All other Licenses** - the processing of applications for granting, variations and enforcing of a wide variety of licenses, certificates, permits and notices across the Borough in accordance with the relevant legislation.

What personal information do we hold?

The services above may use some or all of the personal information below:

- Names, address and contact details
- Family relationships and friendships
- Date of Birth
- Employment and education details
- Health & Medical information
- Financial Details
- Licences and permits held
- Goods and services information
- Traffic offence information
- Case file information
- Business Activities
- Criminal Record Bureau (DBS) Data
- National Insurance Number
- HMRC information
- Vehicle related details
- Insurance certificates

- MOT certificates
- V5 Log books
- Utility Bills
- Photo ID
- All documents pertaining to any application

We get most of this information from you, but we may also get some of this information about you from the police, other local authorities, and other government agencies, e.g. DVLA, DBS, Department of Transport, Home Office.

How do we use your personal information?

We use your information to:

- Deliver the service, or handle your query
- Processing of applications in accordance with legislation
- To detect and prevent crime or fraud
- Communication
- Booking appointments

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- Licensing Committee
- Police
- The Courts
- Essex County Council
- All responsible authorities under the relevant legislation
- Driver and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service (DBS)
- HM Revenue and Customs (HMRC)
- Other Local Authorities
- NAFN – National Anti-Fraud Network
- Your information may also be shared with any other body that demonstrates it has a right to your information for this purpose.

Data Processors supporting these activities include:

LalPac - [Government Licensing Management Software - Idox](#)

Diamond Licensing System - <http://www.diamondpeople.co.uk/>

Department of Transport – MOT history portal

Department of Transport – DVLA portal

Home Office – right to work portal

NAFN – National Anti-Fraud Network

Microsoft products (including Microsoft Forms, SharePoint and Bookings)

Who is the Data Controller for this processing?

Castle Point Borough Council is the Data Controller for this processing.

We need to use your personal information to meet our Legal Obligations under the Traffic Management Act 2004, Statutory Instrument 2005 No. 2757 The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005, Section 4(4) of the Essex Act 1987 and/or Section 43 of the Countryside Act 1968, Planning legislation (The Town and Country Planning (Development Management Procedure) (England) order 2015), Local Transport Act 2008, Health and Safety at Work Act 1974. You can see a list of the legal conditions we may rely on by looking at our full privacy notice at

<https://www.castlepoint.gov.uk/privacy-notice>

Personal Data						
Special Category Information						
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims
Hackney Carriage and Private Hire Driver, Vehicle and Operator Licensing	✓	✓	✓	✓	✓	✓
Alcohol and Entertainment Licensing (under the Licensing Act 2003)	✓	✓		✓	✓	✓
Gambling and Betting (under Gambling Act 2005)	✓	✓		✓	✓	✓
All other Licenses	✓	✓		✓	✓	✓

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting legal@castlepoint.gov.uk or calling 01268 882200 and advising which service you are using.

How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this unless the law requires us to keep it for a longer period. In practice, this means that your personal information may be retained for:

- **Alcohol and Entertainment** - We will keep your information whilst you have an active licence and for 7 years after the licence has been revoked at which point it will be disposed of securely.
- **Gambling and Betting** - We will keep your information whilst you have an active licence and for 7 years after the licence has been revoked at which point it will be disposed of securely.
- **Hackney Carriage (Taxis) and Private Hire** - We will keep your information whilst you have an active licence and for 7 years after the license has been revoked at which point it will be disposed of securely.

Where we revoke a driver licence under fit and proper the name and details as to why will be held on record indefinitely as the application for a driver licence is exempt from the Rehabilitation of Offenders Act 1974.

- **All other Licenses** - We will keep your information whilst you have an active licence and for 7 years after the licence has been revoked at which point it will be disposed of securely.

Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Your rights

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact legal@castlepoint.gov.uk.

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

Contacting us

You can contact our Data Protection Officer by email at legal@castlepoint.gov.uk or by calling 01268 882200.