

## Licensing, Food and Safety Team

The Council is responsible for granting and enforcing a wide variety of licenses, certificates, permits and notices across the borough of Colchester. This privacy notice give details on the levels of personal information collected and processed covering alcohol and entertainment, gambling and betting, taxi and private hire, animal licensing, food safety and health & safety.

### Alcohol and Entertainment

The Licensing team cover all licensable activities and inspections in the borough in relation to business that wish to have a licence under the Licensing Act 2003.

#### Information collected

Personal information around the applicant, premises licence holder, business owner and the DPS (designated premises supervisors) including:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Financial information
- CRB (DBS) Data
- Personal licence number

#### Agencies we might share your information with

- Licensing committee
- Police
- The Courts
- All responsible authorities
- Other Local Authorities

#### Purpose for processing

The Council has a legal obligation to grant and enforce licensing for alcohol and entertainment and it does this under the Licensing Act 2003. This includes premises licence applications, premises variations, minor variations, designated premises supervisors (DPS), personal licences, transfer/changes of business details and Temporary Event Notices. The above information is stored securely in Civica, our preferred IT Business Rates software management system.

#### Length of time we keep your information

We will keep your information whilst you have an active license and for 1 year after the license has been revoked at which point it will be disposed of securely. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [licensing.team@colchester.gov.uk](mailto:licensing.team@colchester.gov.uk).

## **Gambling and Betting**

### **Information collected**

Personal data around the applicant, premises licence holder, business owner and Premises and Operator licence owner including:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Financial information

### **Agencies we might share your information with**

- Licensing committee
- Police
- The Courts
- All responsible authorities

### **Purpose for processing**

The Council has a legal obligation to grant and enforce licensing for gambling and entertainment and it does this under the Gambling Act 2005. This includes premises licence applications, premises variations, transfer/change of business details, permits, notifications and lotteries.

### **Length of time we keep your information**

We will keep your information whilst you have an active license and for 1 year after the license has been revoked at which point it will be disposed of securely. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [licensing.team@colchester.gov.uk](mailto:licensing.team@colchester.gov.uk).

## Taxis and Private Hire

All personal information around applicant, driver and vehicle including:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Place of birth
- National Insurance number
- Financial information
- CRB (DBS) data
- Car registration number
- Other Vehicle related details
- Insurance
- MOT
- V5
- Utility bills
- Photo ID (passport, Driver Licence)
- All document pertaining to any application
- Group Two Medical information.

### Agencies we might share your information with

- Licensing committee
- Police
- The Courts
- Essex County Council
- Other Local Authorities

### Purpose for processing

The Council has a legal obligation to grant and enforce licenses for Hackney carriage and private hire vehicles. This includes applications and renewals operators, drivers and vehicles.

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976

### Length of time we keep your information

We will keep your information whilst you have an active license and for 1 year 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.** You do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [licensing.team@colchester.gov.uk](mailto:licensing.team@colchester.gov.uk).

## **Animal Licensing**

Personal details of applicant (to appear on licence), property details and animals kept:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Convictions under the act

### **Agencies we might share your information with**

- Police
- The Courts
- All responsible authorities where requested

### **Purpose for processing**

The Council has a legal obligation to grant and enforce licenses in relation to keeping, breeding and selling animals. We do this under a number of different Acts which include:

Full Boarding Application Animal Boarding Establishments Act 1963

Doggy Day Care Application Animal Boarding Establishments Act 1963

Home Boarding Application Animal Boarding Establishments Act 1963

Dog Breeding Application (Breeding of Dogs Act 1973)

Pet Shop Application (The Pet Animals Act 1951)

Zoo Licence Application (The Zoo Licensing Act 1981)

Riding Establishments Application (The Riding Establishments Acts 1964 and 1970)

Dangerous Wild Animals Application (The Dangerous Wild Animals act 1976)

### **Length of time we keep your information**

We will keep your information whilst you have an active license and for 1 year after the license has been revoked at which point it will be disposed of securely. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [food.team@colchester.gov.uk](mailto:food.team@colchester.gov.uk).

## **Food Safety**

The food safety team carry out inspection in the borough in all food related outlets from small businesses to authorised processes they also deal with food poisoning, infectious diseases, food outbreaks and investigations. They also carry out licensing activities for animals, pleasure boats, caravan sites, tattooing, electrolysis and acupuncture. Personal details of applicant (to appear on licence), property details and animals kept are as follows;

- Name of business owner
- Business address
- Home address of business owner
- Contact details of business owner
- Contact details of persons involved in investigations such as food poisoning outbreaks
- Food Handlers information qualifications, age and address
- Personal information
- Medical information in relation to food poisoning or infectious diseases
- Date of Birth

### **Agencies we might share your information with**

- Police
- The Courts
- Food Standards Agency
- Public Health England
- Other Local Authorities
- Primary Authorities and the BEIS

### **Purpose for processing**

The Food Safety team visit all food outlets in the borough. We are required to collect the above information to ensure that they comply and we operate under the following laws/regulations:

- Food Safety Act 1990
- The Food Safety and Hygiene (England) Regulations 2013
- Regulation (EC) No178/2002
- Regulation (EC) No852/2004
- Regulation (EC) No853/2004

### **Length of time we keep your information**

We will keep your information whilst you have an active license and for 1 year after the license has been revoked at which point it will be disposed of securely. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [food.team@colchester.gov.uk](mailto:food.team@colchester.gov.uk).

## **Health and Safety**

The health and Safety team carry out targeted Investigate accidents, investigate safety and welfare complaints, receive statutory inspection reports, and asbestos notifications in relation to businesses in the borough in all businesses that Colchester Borough Council are the enforcing authority for. Personal details and business details are retained:

- Name of business owner
- Business address
- Home address of business owner
- Contact details of business owner
- Contact details of persons involved in investigations and accidents (name, date of birth)
- Medical information relating to the case

### **Agencies we might share your information with**

- Health and Safety Executive
- Police
- The Courts
- Other Local Authorities
- Primary Authorities and the BEIS
- CQC

### **Purpose for processing**

As the Health and Safety Team we are required to collect the above information to ensure that duty holders they comply with the relevant legislation, and we operate under the following laws/regulations:

- Health and Safety at Work etc Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) made under the 1974 act

## Other Legislation

The Licensing, Food Safety Team carry out processes in relation to other licensable activities included below.

- Pleasure Boat licence Public Health Amendments Act 1907
- Tattooing, electrolysis and acupuncture Local Government (Miscellaneous Provisions) Act 1976/1992 as amended
- Sex Establishments Local Government (Miscellaneous Provisions) Act 1982 as amended by the Police and Crime Act 2009
- Scrap Metal Site licence and Collectors licence Scrap Metal Dealers Act 2013
- Smoke Free, Health Act 2006

## Information collected

Personal information around the applicant, licence holder, business owner including:

- Name
- Address
- Business details
- Telephone number
- Email address
- Date of birth
- Financial information
- CRB (DBS) Data

## Agencies we might share your information with

- Licensing committee
- Police
- The Courts
- All responsible authorities
- Other Local Authorities
- Primary Authorities and the BEIS

## Length of time we keep your information

We will keep your information whilst you have an active license, investigation or case and for 1 year after the license has been revoked at which point it will be disposed of securely. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [food.team@colchester.gov.uk](mailto:food.team@colchester.gov.uk) or the [licensing.team@colchester.gov.uk](mailto:licensing.team@colchester.gov.uk).

## Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 11/06/19.

