

Service: Licensing

Data Controller: Runnymede Borough Council, Civic Centre, Station Road,
Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey

Introduction

We collect and process personal data relating to licensees in order to carry out our statutory duty. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- date of birth, place of birth, nationality, gender and marriage status/certificate
- payment card details and transactional data including payments to and from you;
- academic qualifications, training and experience, employment history and National Insurance number;
- details of previous licences, including your driving licence
- details of any business you operate, premises you occupy or vehicle you use or own
- DBS information and details of criminal convictions and cautions;
- court convictions and disqualifications;
- immigration status including copies of your birth certificate, passport, residence permit, visa or other documentary evidence
- medical conditions and health information
- your picture and signature
- driving record

The organisation collects this information in a variety of ways. For example, data is collected through application forms and correspondence with you about the following services;

- Hackney Carriage and Private Hire licensing
- Personal and Premises licensing, Late Night Refreshment and Temporary Events notice
- HMO licensing
- Sex establishment licensing

Why do we process personal data?

Processing your information is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority. We have a duty under the law to collect and process information in connection with licences. For example, we need to process your data to register and monitor the licences referred to.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we have a duty to report safeguarding issues to the appropriate authority.

Sensitive data is processed because it is necessary for the exercise of a function conferred on us by an enactment or rule of law or because we have a duty to protect the public against dishonesty.

Who has access to data?

Your information may be shared with the parties set out below for the purposes stated above.

- Police
- Surrey Fire and Rescue
- Commissioned partners
- Ministry of Housing, Communities & Local Government
- Surrey County Council
- The Environment Agency
- Office of Fair Trading
- Health and Safety Executive
- Public Health England
- Other local authorities
- Other departments or sections of Runnymede Borough Council and Council Committees
- Local Government Ombudsman
- Disclosure and Barring Service
- National Fraud Initiative database, including the National Register of Hackney and Private Hire Vehicles Revocations and Refusals which can be accessed by other licensing authorities

- Home Office – Immigration Service (for checking the right of a licence applicant to work in this country)
- Hinton Medical (in respect of medical reports on taxi drivers)
- HMRC

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions and data protection laws. They are also obliged to implement appropriate technical and organisational measures to ensure the security of data.

The organisation will not transfer your data to countries outside the European Economic Area.

Additionally we are required to disclose information to the public with respect to our public registers of:

- Personal licence holders
- Hackney carriage and private hire drivers
- Private hire operators
- Caravan site licence holders
- Designated wheelchair accessible taxi/private hire vehicles in Runnymede
- Acupuncture practitioners registered to practice in Runnymede and the places they have registered as being premises where acupuncture is carried out
- Tattooist, electrolysis and piercing businesses registered to carry out their business in Runnymede and registered premises where these activities may be carried out
- Premises licenced with us under animal welfare legislation
- Premises licenced with us under the licensing Act 2003

How do we protect data?

We take the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised members of the licensing team whose job role requires access to the personal data.

For how long do we keep data?

We process many different types of information. Some information has to be retained for legal reasons and information can be kept longer to understand decisions that have been made.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask us to stop processing data

You can make a subject access request by following the instructions for making a subject access request on our website:

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

Or you can contact our Information Governance Officer on 01932 425626

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>