

# Privacy notice – Licensing Team

## Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. You can contact our Data Protection Officer on 01332 640763 or by email at [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

## How do we collect information from you?

We collect information from you when you visit [www.derby.gov.uk](http://www.derby.gov.uk); also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

## What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

## Details of information obtained from third parties?

We receive information and referrals that include personal information from a wide range of agencies, such as HM Revenues and Customs, the Police, Fire and Rescue Services, the Department of Work and Pensions, the Audit Commission, other Derby City Council Departments, other Local Authorities and members of the public.

## How is your information used?

We may use your information to:

- process applications
- investigate complaints
- investigate any relevant illegal activity
- check compliance with any licence, permit, consent or registration
- take legal action
- prevent crime
- prevent fraud and misuse of public funds
- issue invoices and process payments
- carry out our statutory obligations
- notify you of changes to our services
- send you communications which you have requested, or that may be of interest to you
- fulfil our legal obligations under-
  - Administration of Justice Act 1970
  - Animal Boarding Establishments Act 1963



- Animal Welfare Act 2006
- Animal Health and Welfare Act 1984
- Anti Social Behaviour Act 2003
- Betting, Gaming and Lotteries Act 1963
- Breeding and Sale of Dogs (Welfare) Act 1999
- Building Act 1984
- Burials Act 1957
- Caravan Sites and Control of Development Act 1960
- Charities Act 2006
- Cinemas Act 1985
- Clean Air Act 1993
- Clean Neighbourhoods and Environment Act 2005
- Control of Dogs Order 1992
- Control of Pollution Act 1974
- Control of Pollution (Amendment) Act 1989
- Criminal Justice Act 1988
- Criminal Police and Justice Act 2001
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Disability Discrimination Act 1995
- Dogs (Fouling of Land) Act 1996
- Dogs Act 1871 and 1906
- Enterprise Act 2002
- Environment Act 1995 - Parts II & IV
- Environmental Protection Act 1990 - Parts I, II, III and IV
- European Communities Act 1972 (as applicable)
- Factories Act 1961
- Food Safety Act 1990
- Gambling Act 2005
- Health Act 2006
- Health and Safety at Work Etc Act 1974
- House to House Collections Act 1939
- Housing Act 1985 - Parts VI and X
- Intoxicating Substances (Supply) Act 1985
- Licensing Act 2003
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982 Parts I, VIII and XI
- Lotteries and Amusements Act 1976
- Magistrates Court Act 1980
- Mobile Homes Act 2013
- National Assistance Act 1948
- Noise Act 1996



- Noise and Statutory Nuisance Act 1993
- Offices, Shops and Railway Premises Act 1963
- Pet Animals Act 1951
- Police and Criminal Evidence Act 1984
- Police, Factories, etc. (Miscellaneous Provisions) Act 1916
- Pollution Prevention and Control Act 1999
- Prevention of Damage by Pests Act 1949
- Private Security Industries
- Proceeds of Crime Act 2002
- Protection of Animals Act 1911
- Public Health Acts 1936 and 1961
- Public Health (Control of Disease) Act 1984
- Public Entertainments Licenses (Drug Misuse) Act 1997
- Refuse Disposal (Amenity) Act 1978
- Riding Establishments Act 1964 and 1970
- Road Traffic Regulation Act 1984
- Scrap Metal Act 2013
- Sunday Trading Act 1994
- Theatres Act 1968
- Town and Country Planning, Churches and Places of Religious
- Worship and Burial Grounds Regulations 1950
- Town Police Clauses Act 1847
- Transport Act 1985
- Vehicles (Crime) Act 2001
- Wildlife and Countryside Act 1981, and any other legislation as deemed by Central Government

We may share your information with other authorities or statutory agencies, to prevent or detect fraud or protect public funds.

### **Research & statistics**

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

### **Who has access to your information?**

We do not share your information with anyone else, unless we are required to do by law, or it is necessary to provide our services to you. We may share your information with the following:

Internal –

Other Council Departments – to meet our and their statutory obligations, such as to prevent crime / fraud or misuse of public funds



External –

Statutory agencies, such as HM Revenues & Customs, the Audit Commission, Department of Work & Pensions, the Police, Fire & Rescue Service, to meet our and their statutory obligations, such as to prevent crime / fraud or misuse of public funds

We may share information in accordance with the National Fraud Initiative. For more information please refer to <https://www.gov.uk/government/collections/national-fraud-initiative>.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **What are your rights in relation the personal data we process?**

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018.

### **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Cookies & IP addresses**



## What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. [View what cookies we use and how you can manage them.](#)

## Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

**By Post:** Information Governance

The Council House,  
Corporation Street,  
Derby, DE1 2FS

**By phone:** 01332 640763

**By email:** [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

