

Licensing

This Privacy Notice tells you what to expect when North East Lincolnshire Council (NELC) collects and uses your personal data in accordance with the Data Protection Act / General Data Protection Regulation.

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| Data Controller | North East Lincolnshire Council |
| Our contact details: | Licensing, Doughty Road, Grimsby, North East Lincolnshire, DN32 0LL Email: lincensing@nelincs.gov.uk Telephone: 01472 326299 |
| The purpose we are processing your personal data for is | To undertake and enforce licensing and regulatory activities. |
| Using your personal information for other purposes | We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another. |
| Organisations acting on our behalf to process your personal data | For Taxi Licensing checks on DVLA status are undertaken through Licence Check Limited. |
| The fair and lawful basis we are processing your personal data on is | The processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 1 e); The processing of special categories of personal data is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9 2 g); namely Schedule 1, Part 2 6 (2) (a) the exercise of a function conferred on a person by an enactment or rule of law. |
| Am I required to provide the | Yes in order to comply with licensing requirements. |

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| Council with my personal data | |
| Does the Council's processing of my personal data involve automated decision-making, including profiling? | No |
| Can I withdraw my consent for processing | <p>You can withdraw your consent during the application process, but this will mean your application cannot be processed.</p> <p>If a licence is granted or refused we have a legal duty to maintain a record of this decision.</p> |
| Who we will share your personal data with | <ol style="list-style-type: none"> 1. We maintain a number of Public Registers which are accessible in accordance with the relevant licensing legislation; 2. Regulatory bodies and Responsible authorities; 3. Disclosure and Barring Service; 4. Licence Check Limited; 5. Details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused are entered onto the National Register of Taxi Licence Refusals and Revocations (NR3), and accessible to other licensing authorities; 6. Department for Environment, Food & Rural Affairs for the purposes of the air quality clean air zone database. |
| Transfers of personal data to a third country | Not routinely |
| How long we will retain your personal data for | <p>Licence records are retained in accordance with the specific legislation governing their grant and enforcement. Further details can be given on request from the Licensing Section.</p> <p>The retention period for the National Register of Taxi Licence Refusals and Revocations is 25 years.</p> |
| What are my rights in relation to my personal data? | You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances. |

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| | <p>More information on your rights can be found on our website: https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/</p> |
| Who can I complain to? | <p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review.</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p> |
| Contact details for our Data Protection Officer | <p>Email: Transparency@nelincs.gov.uk Tel: (01472) 323372 Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU</p> |