

Data Protection

Privacy Notice

Legal Services – Licensing Section

Who is the Data Controller for information I provide?

The Data Controller is Halton Borough Council for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by e mail to Peter.Richmond@halton.gcsx.gov.uk

Who is the data processor?

Halton Borough Council Legal Services Licencing Section is the data processor.

Why do you need my information?

If you wish for licences/permits etc to be processed then the information must be provided. For those already issued with licences/permits etc. the information must be provided to ensure that they are renewed and to enable the licensing system to be enforced.

Depending on the licence/permit etc. involved the Council will require different types of information.

Legal Services Licensing Section covers a large number of licence categories and full details can be found on the following link

<https://www3.halton.gov.uk/Pages/business/Licences/licences.aspx>

For example, in the context of taxi and private hire vehicle licencing Legal Services Licencing section will collect and hold the personal information you provide in order to process a request for authorisation to access DVLA Driver Records

By allowing Halton Borough Council to access this service online, details of your DVLA record and your National Insurance Number will be shared with other Government departments (HMRC and DWP) to check your identity, as described in the Gov. UK *View Driving Licence on Line Privacy Policy". This policy can be read at the following website – www.viewdrivingrecord.service.gov.uk/pricacypolicy

Halton Borough Council will only access your DVLA driving record for the purposes of considering your suitability to hold a Single Status Drivers Licence

What legal basis allows you to use my information?

The Licensing functions administered by the Council's Legal Services Licensing Section are all statutory functions as can be seen in detail on the Council's website at

<https://www3.halton.gov.uk/Pages/business/Licences/licences.aspx>.

Do I have to provide this information and what will happen if I don't?

If you wish for licences/permits etc to be processed then the information must be provided. For those already issued with licences/permits etc. the information must be provided to ensure that they are renewed and to enable the licensing system to be enforced.

Who will my information be shared with?

Information will be shared with other Government and Local Government departments (HMRC and DWP) and may also be shared with the Police.

How long will you keep this information for and why?

Information will be kept in line with the Council's retention policy or for such additional period as may be required.

How will my information be stored?

Information will be stored in a paper file in a limited access filing room and in some cases electronically on the Lalpac software system

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

- Right to be informed – through this privacy notice.
- Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.
- Right to erasure – you have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.
- Right to restrict processing – you have the right to block or suppress processing of your data: however the right does not apply in some circumstances.
- Right to object to processing (to certain types of processing only),
- Rights relating to profiling.
- Right of access – you have the right to request a copy of your information and to know what it is used for and how it has been shared. To request a copy of your data or ask questions about how it is used please contact us as per the above contact details.

Do the above rights always apply?

The above rights do not apply in a number of circumstances as set out in legislation.