















	Licensing Act	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	Because the applicant has asked to become either a personal licence holder, premises licence holder or applying for a Temporary Event Notice (TEN)		
What is the legal basis for us collecting your information?	Licensing Act 2003		
What information do we collect about you?	Name, Address, Date of birth, Criminal Convictions, right to work in the UK, previous licence details i.e. have they been licensed with another LA, qualifications, national insurance, Premises on where they wish to operate their business from, telephone numbers.		
Who do we share the information with?	Under the Act they have to send copies of the applications to responsible authorities so they have the same information as the Council. We also send a copy of the personal licence and premises licences to the Police.		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	We hold all of the information while they continue to be licensed. Personal and premises licences do not have an expiry date on so we will keep this information indefinitely or until such time the licence is surrendered, revoked or suspended. Then we will hold it for 6 years.		
Who do we collect information from?	The applicant		
What are the consequences if we don't collect the data?	We are unable to grant a licence unless we have all of this information		
Are any decision about you made by automatic means?	No	