

## Licensing Service Privacy Notice

### Who we are:

Licensing  
The Royal Borough of Windsor and Maidenhead  
St Ives Road  
Maidenhead  
SL6 1RF

### Lawful basis for processing the information:

- The major pieces of legislation enforced are as follows:
- Licensing Act 2003
- Immigration Act 1971
- Immigration, Asylum and Nationality Act 2006
- Limitation Act 1980 (Section 2)

And any modification or re-enactment thereof. General Data Protection Regulation (GDPR), Article 6(1)(e) – processing 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.

### How we collect information:

Personal data is supplied by you, as the applicant, completing one or more of the following forms:

- Application for a street collection or house to house permit to be granted

### Categories of information collected from you:

Licensing section of the Royal Borough of Windsor and Maidenhead is statutorily required to collect and hold forename, surname, place of birth, telephone, declaration of convictions, offences, , consent forms, current address, date entered the UK, passport details, premises licence number, personal licence number and nationality. Other types of personal information collected and held to process your application are email and mobile.

### How we use the information provided:

All information provided is used by the Licensing section of the Royal Borough of Windsor and Maidenhead to process your application taken into consideration the legislation described above. We may share your personal information where we are required by law or in connection with any legal proceedings.

### **Who has access to the information about you:**

Licensing section of the Royal Borough of Windsor and Maidenhead store your personal data securely. We have in place security policies which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information. Your data is stored securely by our software provider IDOX ( LALPAC and Uniform) 1310 Waterside Arlington Business Park RG7 4SA.

The personal data will be accessed only by administrators and licensing team members of Royal Borough of Windsor and Maidenhead by using their own username and password all chosen in line with pre-defined user credentials.

### **How long we store your information:**

Personal data will be held by licensing section of Royal Borough of Windsor and Maidenhead no longer than 7 years from the date that the licence/permit expires.

In some circumstances, we will have to hold your details for a longer period.

**Does your service utilise automated decision making? – No**