

## **Privacy Notice – Democratic Services: Licensing Panel Sub Committees**

### **Who we are –**

Licensing Panel Sub Committees (Democratic Services)  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

### **Lawful basis for processing information –**

- Licensing Act 2003, Gambling Act 2005
- Local Government (Miscellaneous Provisions) Act 1982,
- Local Government Act 1972, Local Government Act 2000
- Localism Act 2011
- Local Government and Housing Act 1989
- Local Government and Public Involvement in Health Act 2007
- Local Democracy, Economic Development and Construction Act 2009
- The Openness of Local Government Bodies Regulations 2014
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- Coronavirus Act 2020

General Data Protection Regulation 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 to Democratic Services via the licensing department for licence applications

### **What information is collected –**

This includes applicants' and designated premises supervisor's name, address and contact details.

### **How we use the information provided –**

The information provided is used to facilitate the application or is referenced at a review hearing decided by councillors, if relevant.

**Who has access to the information about you –**

The information is held by the clerk to the Appeal Panel and Democratic Services colleagues to determine the application.

**Who we may share your information with –**

The information is shared with the Licensing department, councillors who will sit on the Panel, the panel clerk and legal adviser to the panel. Agenda paperwork is held on the council's agenda management system, externally hosted by Modern Mindset Ltd. In addition, personal data collected for personal licenses for the supply of alcohol may be shared with central government as part of the National Fraud Initiative.

Participants in a virtual meeting will be either filmed or audio recorded dependent on how they choose to access the meeting. The recording is stored on the council's YouTube webpage.

**How long we store your information–**

The video recording of the meeting will be stored on the council's YouTube page permanently as a historical record.

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