

# **Personal Licences, Temporary Event Notices, DPS Application Vary, Premises Licence/Transfer Variation, Club licence and Appeals.**

Oadby and Wigston Borough Council have the authority to grant a licence to a particular individual or business. The process of an application and the information that is required is determined by common practice, and licensing Act 2003.

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for 7 years. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your application.

## **Information collected:**

- Name
- Address
- Telephone numbers(s)
- Email address
- Qualification
- Basic DBS
- Personal licence Details
- DP licence details

## **Agencies we might share the information with:**

- This will list relevant agencies
- Police
- Health agencies
- Regulatory bodies
- Government bodies

## **Purpose for processing:**

- This will list reasons for processing
- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes

## **Lawful basis for processing:**

Legal Obligation