

## **Data Protection Privacy Notice**

Service: Governance and Licensing

Team: Licensing

Processing activity: Consents for street trading, pavement licensing and charitable street collections

### **The Data Controller**

East Devon District Council's Licensing Team

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Protection Officer**

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

### **Obtaining your personal information**

In most cases you will have provided us with your personal data. However we may have been provided with your personal information by someone acting on your behalf or from other regulatory services within the council, such as our Non-Domestic Rates team.

Personal information we have obtained will include your name, address, contract details (including email address) financial details for fee payment.

We may also process your personal data if you make a representation in respect of an application. The personal data we will process will include your name, address and contact details.

### **Use of your personal information**

We are using your personal information for the purpose of processing street trading, pavement licensing and charitable street collection applications and on the basis of a legal obligation / public task under the Local Government (Miscellaneous Provisions) Act 1982 and the Police, Factories (Miscellaneous Provisions) Act 1916 (and related legislation and Government and local policy and guidance).

Your personal information will be used by EDDC to process, decide and administer the consent regimes.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams) where necessary to carry out the purpose and some personal information may be provided to the following;

Environmental Health Team, the Police, Fire and Rescue Service, Highway Authority / Highways England, Town and Parish Council and East Devon District Council Ward Member(s) as part of the consultation process.

Information may be shared with our Non-Domestic Rates service to prevent fraud by ensuring relevant consent is obtained and to assess liability for Non-Domestic Rates.

Depending on our legal obligations, some or all of your personal information which you have given us will be accessible to the public through our online public register.

Summaries of representations received may be provided to the applicant but we will not share any data externally which identifies individual contributors, unless we are provided with consent to do so.

We may also share information with our Corporate Safety Officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

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Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above.

### **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

### **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

### **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of legal obligation and public task then you also have the following rights in respect of how we use your personal information;

Legal obligation – you have the right to restrict processing.

Public task – the right to object and right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

### **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF