

Privacy Notice: Licensing Act 2003

This privacy notice explains how the London Borough of Camden will use information in the course of our work as a licensing authority. This work includes

- Making decisions and providing advice on licensing applications
- Making licensing policies
- Working with neighbouring authorities on strategic policies
- Responding to allegations of breach of licence conditions
- Monitoring licensed premises
- Maintaining the Licensing register

If you have questions about Camden's approach to data or privacy contact our data protection officer:

Andrew Maughan, Borough Solicitor

London Borough of Camden,
Judd Street
London.
WC1H 9JE
020 7974 4444,
dpo@camden.gov.uk

How we get your information

The council receives information relating to our licencing functions in two ways – it is supplied to us directly (or via a licensing agent on behalf of an applicant) or from a third party website that provides a transaction service. This includes:

- The licensing Portal

We also receive comments, representations, allegations and questions via email, letter, and through the Council's website.

What we do with your information

To allow the council to make decisions on their applications individuals must provide us with some personal data (eg name, address, contact details). In a small number of circumstances individuals will provide us with "special category data" in support of their application (eg evidence of medical history).

We use the information provided to us to make decisions about the use of licensing in the public interest. This is known as a "[public task](#)" and is why we do not need you to "opt in" to allow your information to be used.

Some information provided to us we are obliged under the regulations to make available on licensing registers. This is a permanent record of the councils' licensing decisions that form

part of the licensing history of a site, along with other facts that form part of the “land search”.

We routinely publish comments we receive on licensing applications on the Council’s website and this will include the name and address of objectors and/or supporters of licensing applications. Before we publish this information, we remove any OTHER personal or special category information. For guidance on what special category information is please see [here](#)

Exceptional Circumstances

In exceptional circumstances, persons making representations may be reluctant for fear of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.

Where we consider that someone has a genuine and well-founded fear of intimidation and as a result of this may be deterred from making a representation, they may wish to consider alternative approaches.

For instance, they could provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.

We may also decide to withhold some or all of the person’s personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details would only be considered where the circumstances justify such action.

In addition to this

[How we share your information](#)

We do not sell your information to other organisations. We do not move your information beyond the UK/EU/EEA. We do not use your information for automated decision making.

We will make details of licensing applications available online so that people can contribute their comments. We would only on occasion share the information with the applicant and other responsible authorities.

We may contact you following the determination of your licensing application to ask you to carry out a survey to help us to improve our service.

[Redaction \(‘blinking things out’\)](#)

We operate a policy where we routinely redact the following details before making forms, documents and any representations available online:

- Personal contact details for the applicant or person making the representation - e.g..telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin

- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application or comment. The best way to contact us about this issue is by emailing: licensingenquiry@camden.gov.uk

Retention ('how long we keep your information for')

We process many different types of information according to our retention policy. A brief summary of long we keep things before they are destroyed:

- Statutory registers (eg licensing decisions, premises plans, applications) these are kept indefinitely
- Supporting documents, reports – 6 years for committee decisions, 4 years for officer decisions
- Representations, letters, general correspondence – 4 years

Complaints and problems

Making decisions on licensing matters is a public task and you do not have the right to withdraw consent. However if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please ask us by emailing:

licensingenquiry@camden.gov.uk

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.