

Privacy Notice

Licensing Team



This Privacy Notice is designed to help you understand how and why the Licensing Team at Ryedale District Council processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be their Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@ryedale.gov.uk // 01609 53 2526

What Personal Data of mine do you collect?

In order to carry out its statutory functions, including assessing entitlement and suitability to obtain a Licence, the Council will collect personal data such as your name, address, date of birth, nationality, national insurance number, and contact details.

The Council may also collect and process special categories of personal data such as:

- Disclosure and Barring Service (DBS) checks which will include criminal conviction history (taxi, private hire vehicle drivers and operators),
- Medical information about mental or physical health (taxi and private hire vehicle drivers),
- Right to Work in the UK Documents e.g. Passport.

Who do you share this data with?

On occasion the Council will be required to disclose personal data to certain government departments, for example the Home Office, HMRC, and the DWP.

The Council may also be required to disclose personal data to crime prevention agencies such as Trading Standards or the Police. Where there may be a safeguarding concern the Council may be required to disclose data to the Social Services department at North Yorkshire County Council.

Some information may also be required to be published in accordance with various legislative requirements.

How long do you keep this data for?

Data held	Retention period
Premises and Personal Licences – Licensing Act 2003	6 years
Temporary Event Notices – Licensing Act 2003	6 years
Premises Licenses – Gambling Act 2005	6 years
Other Authorisations under the Gambling Act 2005	6 years
Licensed Animal Establishments	Indefinitely or until closed
Taxi/Private Hire Vehicles and Drivers licenses	6 years
Private Hire Operator’s Licence	6 years
Warning Letters	6 years
Prosecutions	Indefinitely

What is your legal basis for processing this data?

The Council processes personal data in relation to environmental health, in accordance with legal obligations to which the Council is subject or because processing is necessary for performance of a task carried out in the public interest.

The Council may process criminal conviction data for the purpose of satisfying statutory functions exercised for reasons of substantial public interest as per Schedule 1(6) of the Data Protection Act 2018.

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).