Democratic Services - Licensing Panel Sub Committees Privacy Notice.

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

Lawful basis for processing the information:

How do we collect information from you:
Personal data is supplied by licence applicants.

What type of information is collected from you:
This might include applicants and Designated Premises Supervisor’s name, address, contact details

How we use the information you have provided:
The information is used to facilitate the application or review hearing by councillors.

Who has access to the information about you:
The information is held by the clerk to the Appeal Panel and Democratic Services colleagues.

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
In addition, personal data collected for personal licenses for the supply of alcohol may be shared as part of the National Fraud Initiative.

**How long we store your information:**

Retained permanently as a historical record.

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