

Street Trading Consent – Privacy Notice

Who we are:

The Royal Borough of Windsor and Maidenhead
Licensing
St Ives Road
Maidenhead
SL6 1RF

Lawful basis for processing information:

Licensing Act 2003

Limitation Act 1980 (Section 2)

General Data Protection Regulation Article 6(1)(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

General Data Protection Regulation Article 6(1b) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

General Data Protection Regulation, Article 10 processing of criminal convictions and offences or related security measures based on 6(1).

How we collect information:

Personal data is supplied by you, as the applicant, completing the following forms:

- Application for Grant or Renewal of a Licence for a Street Trading Consent

The paper form used to collect personal data from you can be found by visiting our website at https://www3.rbwm.gov.uk/downloads/200140/licensing_and_regulation

Categories of information collected:

Licensing section of the Royal Borough of Windsor and Maidenhead is statutorily required to collect and hold forename, surname, place of birth, current address, date

of birth, food hygiene certificate, liability insurance, email, telephone number, mobile number and any authorised employee forename, surname and date of birth.

How we use the information provided:

All information provided is used by the Licensing section of the Royal Borough of Windsor and Maidenhead to process your application taken into consideration the legislation described above.

Who has access to the information:

Licensing section of the Royal Borough of Windsor and Maidenhead store your personal data securely. We have in place security policies which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely by our software providers, Serengeti System – 6 Hillside Road, Bury, St Edmunds, IP32 7EA, and IDOX (LALPAC and Uniform)1310 Waterside Arlington Business Park RG7 4SA. The personal data will be accessed only by administrators and licensing team members of Royal Borough of Windsor and Maidenhead by using their own username and password all chosen in line with pre-defined user credentials.

Any paper documentation received is stored securely on site or at Iron Mountain, Secure Storage Company, 3rd Floor, Cottons Centre, Hays Lane, London, SE1 2TT.

Who we may share your information with:

Licensing section of the Royal Borough of Windsor and Maidenhead do not share personal information with any other parties, except where required to carry out its statutory duties and functions or where required by law.

Other Arrangements:

- National Fraud Initiative (NFI) – it is not a regular exercise, the data is normally requested every another year. This exercise matches electronic data within and between public and private sector bodies to prevent and detect fraud.
- HMRC – It is an annual exercise that matches electronic data within and between public and private sector to prevent and detect fraud

How long we store your information:

Any paper documentation received by the Licensing section of the Royal Borough of Windsor and Maidenhead will be stored securely on site or at the storage company provider and destroyed 7 years from the date that the licence expires.

In some circumstances, we may be required to hold your personal data for a longer period.

Does your service utilise automated decision making? – No