

# **NORTH NORFOLK DISTRICT COUNCIL**

## **LICENSING PRIVACY NOTICE**



### **How we will use the information about you?**

The Licensing section of North Norfolk District Council may use the information you provide in your application (via any submission method) and any supporting documentation you send us, to process your application for a licence/registration. The Information you provide will be processed in accordance with the Data Protection Act 1998. Personal data and documentation supplied for applying for a Criminal Records Bureau (CRB), will not be recorded or disclosed to any third party.

### **Who will the data be shared with?**

We may pass and/or check the information you have provided, with other Council departments, agencies or organisations such as government departments and local authorities and competent authorities registered with the Internal Market Information system (IMI).

### **What is Internal Market Information (IMI)?**

- IMI is a web based portal developed by the European Commission. It enables messages and information to be exchanged between authorities in a secure environment, and complies with data protection rules.
- The objective of IMI is to facilitate administrative cooperation and mutual assistance between Member States in order to ensure the proper functioning of the Internal Market and the free movement of persons and services.
- Only competent authorities inside the European Economic Area will use the system to exchange information on service providers who are in the scope of the Services Directive. Authorities must have a good reason to request information, and provide justification when submitting a request.
- Only competent authorities involved in a request for information can see the personal details of a service provider.
- All personal data is automatically deleted from the system six months after the closure of a request.
- UK competent authorities are obliged to notify service providers if they supply sensitive data about them, such as that relating to disciplinary action or criminal sanctions, to other authorities.

## **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to North Norfolk District Council's Data Protection Officer at the address given below.

We want to make sure that your personal information is accurate and up to date.

Alternatively, you can access the data protection section of the IMI website which contains all the IMI specific data protection documents as well as a link to a list of all legislative documents on data protection at EU level:

[http://ec.europa.eu/justice/policies/privacy/index\\_en.htm](http://ec.europa.eu/justice/policies/privacy/index_en.htm)

To access your personal data from the National IMI Coordinator, please see the contact details below:

European Commission  
Internal Market and Services Directorate General  
Unit E.3  
B-1049 Brussels  
Belgium  
Markt-imidataprotection@ec.europa.eu

## **Data Protection**

For further information please see the Council's Data Protection policy which can be viewed via our website <http://www.northnorfolk.org/council/791.asp> or by writing to the following address:

Data Protection Officer  
North Norfolk District Council  
Legal Services  
Holt Road  
Cromer  
Norfolk NR27 9EN

If you wish to object to how your information is being used, you can make a complaint to this Council, or to the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk), at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK 9 5AF