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| **Privacy Notice – Licensing Act 2003** |
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| **How we will use your information** |
| The information provided to us will be used to help us process your application.  Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data including criminal records, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).  Your application will be processed in line with the following pieces of legislation:  • Licensing Act 2003 |
| **Who we will share your information with** |
| We may share your information with the following third parties in order to inform decision making:  • Responsible Authorities   * South Yorkshire Police * South Yorkshire Fire and Rescue * Public Health * Safeguarding Children * Environmental Protection * Health Protection * British Waterways Board / Navigation Authority * Home Office * Trading Standards   • Other Licensing Authorities relevant to your application  • Other Council Services  • Bodies Responsible for auditing or administering public funds |
| **How long we will keep your information** |
| The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.  The information will be stored either in paper form and/or electronically on a secure council database. |
| **What are your rights** |
| You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:  <https://www.sheffield.gov.uk/privacy>  If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require. |

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_