**Privacy Notice**

The council is the data controller for purposes of the Data Protection Act (2018) and The General Data Protection Regulation (EU) 2016/679 ("GDPR") and is registered as a data controller with the Information Commissioner’s Office (ICO) under registration number **Z5840053.**

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

**Purposes & lawful basis of processing**

* We are collecting your data for the purpose of licensing activities involving animals.
* We are collecting and processing your data because the council has a legal obligation under The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018

**Consent**

Under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 we are encouraged to publish the ratings of the licenses we issue, however, some business names contain personal data, usually someone’s full name. In these instances we would need the individual’s consent to publish the details online.

**Please tick to confirm that you consent for your information to be used in this way**

**Name…………………………………………… Sign…………………………………………………….**

**Who we will share your data with**

* Your data will not be shared either internally or externally

**How long we will hold your data (retention)**

* We will hold your data for 3 years after you are no longer a license holder

**Your information rights**

* Under GDPR you have certain rights concerning your information.
* For further information on your rights visit <https://www.brighton-hove.gov.uk/>privacy

**Further information**

* If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)
* The council also has a Data Protection Officer, who can be contacted via https://www.brighton-hove.gov.uk/dpo
* You can also contact the ICO for further information or to make a complaint:

Information Commissioner’s Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

https://ico.org.uk/make-a-complaint/