

Privacy notice

The council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

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 and lawful basis of processing

We are collecting your data for the purpose of issuing animal activity licences in the following areas:

- Pet Vending Licence
- Dog Breeding Licence
- Zoo Licence
- Dangerous Wild Animals Licence
- Dog Boarding Licence
- Cat Boarding Licence
- Hiring of Horses Licence
- Exhibition of Animals Licence
- Dog Day Care Licence

Along with the application we will require certain supporting documentation as set out in the relevant guidance depending on the type of licence.

Information gathered in the application process may be used to determine whether a licence can be issued or refused. Contact details may also be used to communicate in regards to your application or the licence you hold. Successful applicants may have their trade name and contact number published on the council's website.

Data may also be used to investigate licensed premises in the event of a complaint. If necessary, investigations may lead to enforcement action.

We are collecting and processing your data because the council has a legal obligation under one of the following Acts:

- The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- Zoo Licensing Act 1981
- Dangerous and Wild Animal Act 1972

Who we will share your data with

Your data may be shared internally with Legal Services, Planning and Housing. We may also share your data externally with a Veterinarian, Department of Environment, Food and Rural Affairs, Police, East Sussex Fire and Rescue and the courts.

How long we will hold your data (retention)

We will hold your data for six years from when you are no longer a licence holder. If your application is refused we would keep your information for six years from that decision.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Purposes and consent

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

I consent to the use of my data for the above purpose

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>

How to get advice or make a complaint

Data protection contacts

If you wish to discuss any of your data protection rights, you can contact the Data Protection Team on 01273 295 959 or by email at data.protection@brighton-hove.gov.uk.

While we would prefer that you contact us first with any concerns that you might have, you can also contact the Information Commissioner's Office. The ICO is the national regulator with responsibility for ensuring compliance with data protection.

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/>

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