



Business/Trading Licensing Privacy Notice

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This Privacy Notice was last updated in September 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Business / Trading Licensing Privacy Notice \(wigan.gov.uk\)](#).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Business/Trading Licensing**.

Regulatory Services are responsible for the processing of applications and payments for the following licences, consents, registrations or approvals. They are also responsible for ensuring holders of these authorisations remain compliant with the relevant legislation and associated conditions:

- Acupuncture, Cosmetic Piercing, Ear Piercing, Electrolysis, Semi Permanent Skin Colouring (including Microblading), Tattooing
- Caravan Sites
- Charitable Collections
- Cooling Towers
- Hairdressers and Barbers
- House in Multiple Occupation (HMO)
- Marriage or Civil Ceremonies (Premises Approval)
- Pavement Café/Trade Displays
- Environmental Permit (Pollution Prevention Control)
- Second Hand Good Dealers
- Scrap Metal Dealers
- Sex Establishments
- Sports Grounds Safety
- Street Trading

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as the Licensing Team we may process personal information such as:

- Name
- Title
- Addresses

- Telephone number
- Email address
- Date of birth
- Gender
- Nationality
- Evidence of entitlement to the right abode
- Payment information
- Bank account details
- Driving licence number

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences), criminal proceedings / investigations, outcomes and sentences.

3. HOW WE USE PERSONAL INFORMATION

The main purposes for which we may process your personal information are:

- The processing of licensing applications (including inspections)
- The processing of payments in relation to licensing functions
- To investigate relevant complaints or enquiries
- To carry out pro-active enforcement activities to ensure compliance
- To allow us to communicate and provide relevant information in relation to licensing changes
- To keep a public register in relation to the authorisations which we have issued.
- For the prevention and / or detection of fraud and / or crime
- Fulfilling a legal obligation

4. LEGAL BASIS FOR PROCESSING

- Legal obligation – where we are required by statute to process your personal information

If we intend to use your information beyond legal obligations or to exercise specific rights. We will seek your consent to process your information and full guidance will be provided.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice, we may share your information:

- Internal Council Departments
- Regulation Committee
- Greater Manchester Police

- Greater Manchester Fire and Rescue
- Interested Parties (as defined by Housing Act 2004)
- Registrar General
- Charity Commission
- Other Local Authorities
- HM Revenue and Customs
- Health and Safety Executive (HSE)
- Public Health England (PHE)
- Environment Agency
- Department for Environment Food & Rural Affairs (DEFRA)
- Safety at Sports Grounds Authority (SSGA)
- Other organisations, where the disclosure is necessary for the purposes of the prevention and / or detection of crime

Please note that this is not an exhaustive list.

We also collect or receive information from external parties such as:

- Internal Council Departments
- Elected Members
- Regulation Committee
- Greater Manchester Police
- Greater Manchester Fire and Rescue
- Interested Parties (as defined by Housing Act 2004)
- Registrar General
- Charity Commission
- Other Local Authorities
- HM Revenue and Customs
- Health and Safety Executive (HSE)
- Public Health England (PHE)
- Environment Agency
- Department for Environment Food & Rural Affairs (DEFRA)
- Safety at Sports Grounds Authority (SSGA)
- Disclosure and Barring Service (or equivalent)

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).

