**Premises Licence Transfer Application – FPN**

**Data Protection – what you need to know:**

**Data Controller**

Lichfield District Council of the District Council House, Frog Lane, Lichfield Staffs WS13 (telephone number 01543 308000) is what is known as the ‘controller’ of your personal data.

**Data Protection Officer**

Our ‘Data Protection Officer’ can be contacted at the address and via the number given above or via DPO@lichfielddc.gov.uk.

**Purpose of processing**

As an organisation we process your personal data to enable us to process and determine your application for transfer of a licence.

**Legal basis**

Our legal basis for processing your personal data will be either that it is necessary to do so to perform a task carried out in the public interest or it is the exercise of official authority by us.

**Recipients**

We will share your information with officers of the licensing team, Home Office and Staffordshire Police. If the matter is contentious we may share your information with other officers employed by the Council and elected members.

**General**

If you wish to secure a transfer of the licence then you must by law provide the information on the application form to us. If you do not we will not be able to process your application.

**Retention**

We will store your information for 12 months after the licence lapses or is revoked or surrendered.

**Your rights -in brief**

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased. If you wish to exercise a right please contact a member of the licensing team at licensing@lichfielddc.gov.uk, 01543 308735, District Council House, Frog Lane, Lichfield, WS13 6YU.

**Complaints**

Please speak to a member of the licensing team initially or our Data Protection Officer but if you have any concerns about the way we have processed your personal information then you can contact the Information Commissioner. They can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF <https://ico.org.uk/concerns/>