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| **Privacy Notice for Licensing Policy Consultations**This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.**What information do we collect about you?**The information that the Council will collect varies depending on how you use the Council’s Services. We collect personal information you agree to share with us voluntarily so that you can participate in this consultation. In this case you are choosing to share your personal information. This means you are giving us consent to use your personal data for licensing policies consultation (Art. 6(1)(a) of General Data Protection Regulation). You will therefore be giving your consent.You can withdraw your consent at any time by emailing GDPR@stalbans.gov.uk. Your rights are set out below.**How will we use the information about you?**If you respond to a consultation, the information you provide will be used to enable the Council to understand your views on the Licensing Policies. We will use this information to inform our Policy, presenting the information to the Licensing and Regulatory Committee who will determine the final Policy.We will ensure that all personal information is kept securely.**How long will we keep this information?**We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk **Individuals’ Rights**You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request. If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.You can find out more about [your rights](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf) on our website: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf> **Cookies**Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit: <https://www.stalbans.gov.uk/cookies> .**Changes to our Data Protection Policy**We have a Data Protection Policy in place and this can be found [here](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf). **Data Protection Officer**Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson. They can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.**How to contact us**Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE. **Complaints** You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113. |