

Privacy Notice for Street Collections Licensing

If you are collecting money or selling items for charity, on the street or other public areas e.g. a shop doorway or car park, you will need to [apply to us for a street collection licence](#).

Processing activity - in order to undertake our street collection licensing functions, it is necessary for us to collect and hold personal information. In general terms, we process personal information relating to:

- licensing applications
- the instigation of legal proceedings

Information requirements - our processing activities may include:

- name, address, email, telephone number of applicant, including business and sole trader address (if applicable)
- applicant's date of birth
- address to appear on permit
- name and administration address of charity for which the collection is being made
- charitable organisation's charity number
- location(s) and permission of landowner/landlord
- public liability insurance certificate(s)
- street collection licence(s), permit(s), refusal(s) & revocation(s)
- letter of authority from charitable organisation
- licence number
- form of statement and official badge(s)/identification labels for collectors
- appeals to Minister for the Cabinet office
- national exemption licence
- returns for street collections (Police, Factories, & c. (Miscellaneous Provisions) Act 1916
- VAT number
- correspondence, emails, letters and notes of telephone conversations
- information relating to criminal convictions, criminal proceedings, convictions and sentences

Lawful bases – our lawful bases for processing your personal information are:

- our legal obligation(s) under the:
 - Police, Factories, & c. (Miscellaneous Provisions) Act 1916
 - House to House Collections Act 1939
 - House to House Collections Regulations 1947 (as amended)
- in the public interest or in the exercise of official authority vested in us (in accordance with the legislation referred to above)

Reasons for processing - some of the information that is collected and shared is classified as

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Data sharing - to aid with the detection and prevention of criminal acts, we may collect from and share your information with:

- council department(s)
- councillor(s)
- local authorities
- courts/tribunals
- insurance agencies
- Member of Parliament
- Kent Police
- Kent Fire & Rescue Service
- Kent County Council
- Metropolitan Police
- London Transport Police
- Retail Security Group D-TAC
- National Probation Service
- Crown Prosecution Service
- Border Force
- HM Revenue & Customs
- Trading Standards

We may also rely on a number of **exemptions**, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention period - we keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with the retention period(s) referred to in the Information Asset Register (Enforcement & Regulatory Services) unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Right to object – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on ‘grounds relating to your particular situation’. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Please refer to our Corporate Privacy Notice at www.dartford.gov.uk for further details of how we process your personal information and for details on your additional rights.