

Publican - Privacy Notice

What information do we ask you to provide and what do we use it for?

By giving us your personal data you are consenting to us processing it for the purposes stated in this Privacy Notice.

We ask you to supply	We use it to
Full name	<ul style="list-style-type: none"> Identify you and personalise any correspondence that we send to you.
Email Address	<ul style="list-style-type: none"> Communicate with you in matters relating to your agreement and your publican channel account
Current address	<ul style="list-style-type: none"> Send you correspondence relating to your agreement
Previous addresses	<ul style="list-style-type: none"> Assess your suitability to enter into an agreement with us.
Telephone Number	<ul style="list-style-type: none"> Communicate with you in matters relating to your agreement and your publican channel account.
National Insurance Number	<ul style="list-style-type: none"> Verify your identity and conduct credit investigations
Whether you have been declared bankrupt	<ul style="list-style-type: none"> Assess your suitability to enter into an agreement with us.
Any CCJs	<ul style="list-style-type: none"> Assess your suitability to enter into an agreement with us.
Personal licence number	<ul style="list-style-type: none"> Verify that you have the appropriate qualification to uphold the licensing objectives. Submit applications as required under the Licensing Act 2003
Right to Work Documentation (depending on circumstances, passport, full birth certificate, official government letter, national identity card, visa or work permit)	<ul style="list-style-type: none"> To comply with the Immigration Act 2016 confirming the you have the entitlement to live and work in the UK Submit applications as required under the Licensing Act 2003
Business Plan and Proof of Funding	<ul style="list-style-type: none"> To ensure you have a sustainable business plan (your accountant will submit your plan to enable us to progress your application) To verify you have the required funds available to start up your pub business

Why do we need to collect your personal data?

We process your personal data on a contractual basis. Under the terms of your agreement you have already confirmed that you have no objection to us holding appropriate information about you and sharing your information with third parties in relation to the management of your agreement both during and after the expiry of the term and or any extension to the term.

We need your business plan and proof of funding in order to comply with Pubs Code 2016 legislation and to satisfy ourselves that you have a sustainable plan and can meet the financial obligations contained in the agreement.

We have a legitimate interest processing your personal data to improve your experience of our organisation through our website and other business systems.

How long do we keep your personal data?

We will keep your personal data whilst you continue to have an agreement with us.

If the agreement is not renewed then we will keep your data for seven years after your agreement expires or seven years after your final account balance is settled, whichever is the latter.

Where privity of contract applies your personal data may be retained after you assign your agreement or seven years after the agreement expires and the final account balance is settled by the then tenant, whichever is the later.

Who do we share your information with?

We may pass your personal data to the following companies and organisations:

Company	Why do we pass information to them?	What information do we pass to them?
Equifax Ltd or other such organisations that we may use from time to time.	To conduct a credit check and provide us with your credit history when renewing or changing an agreement.	Your full name, date of birth, national insurance number, current address and previous addresses
Gleeds UK Limited, or other such organisations that we may use from time to time, cellar cooling contractors, health and safety consultants, emergency repair contractors, compliance contractors, agents, advisors, solicitors, administrators, regulatory authorities and others authorised to act in your interests	To carry out our obligations to you under the terms of the contract. To ensure that we are in compliance with the regulatory matters relating to property maintenance	Name, address, phone number and email address
Drinks suppliers	To enable them to arrange deliveries of goods purchased by you under your agreement	Name, address, phone number and email address
Gosschalks or other such organisations that we may use from time to time	So that they can provide legal services on our behalf	Your name and your agreement
Third party arbitration specialists	To conduct rent reviews where they are not settled by agreement or to provide advice to us on rent	Name and your agreement
Pubs Code Adjudicator	So that they can ensure that we are operating in compliance with the law	Name, your agreement and other relevant information that they request.
Ista Energy Solutions Ltd or other such organisations that we may use from time to time	To offer you competitive rates for your energy supply.	Address
Vianet Limited, General Distribution Ltd (Gendis), gaming suppliers, and other such organisations that we may use from time to time	To ensure that you are operating in compliance with you agreement	Name, address, phone number and email address
BT or other such organisations that we may use from time to time.	To offer you competitive rates for satellite and digital television packages	Name, phone number and email address
PHD Mail or other such organisations that we may use from time to time	To generate and distribute financial documents	Name and address
External valuers and surveyors	To assess the rateable value of the property and for condition management	Name, address, phone number and email address
Responsible Authorities	To make applications under the Licensing Act 2003	Your full name, date of birth, current

		address, personal licence number, rights to work, nationality and other relevant information that the require under the Licensing Act 2003
Local Authority & Utility suppliers	Where requested to confirm change of tenancy arrangements for the collection of local taxes and payment for utilities	Name, address, phone number and email address
Arthur J. Gallagher Insurance Brokers Limited or other such organisation that we may use from time to time	To offer you competitive rates for your business insurance. Please also see Arthur J. Gallagher Insurance Brokers Ltd's Privacy Notice at https://www.ajg.com/uk/privacy-policy for further information about how they use your personal data and how to contact their Data Protection Officer.	Pub name
Tulchan Communications LLP or such other organisations that we may use from time to time	To provide us with financial and PR advice	Name and your agreement
Arthur J. Gallagher Insurance Brokers Limited, Zurich Insurance Group Ltd or such other organisations that we may use from time to time	To provide you with buildings insurance which covers all risks of physical loss or damage to the building (see your policy for main exclusions)	Name and your agreement
Our Auditors	To audit and approve our corporate accounts.	Your agreement

Is your personal data processed outside of the UK or EU countries?

We do not process your personal data outside of the UK or EU. Your personal data may be processed by the third parties that we share it with outside of the UK.

Is any "profiling" performed using your personal data?

No, we do not perform any kind of automated processing for the purposes of analysis or prediction using your personal data unless you submit an application.

Your credit history will be provided by Equifax, or other such organisations that we may use from time to time. For more information about your credit history or the personal data that Equifax or other similar organisation may hold about you then please contact them directly. Your credit history and other information that you provide is assessed by us in order to make a decision on your suitability for an agreement with us. We do not make any automatic decisions based on your credit history.

You should speak to the Regional Manager for information on how we assess your suitability for a pub.

What are your rights?

For more information on your data protection rights refer to our [Privacy Statement](#).

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