

# Publican Registration - Privacy Notice

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

We ask you to provide personal data and documents that may contain personal data. 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"><li>• Identify you and associate your Stonegate Pub Partners application with you</li><li>• Personalise any correspondence that we send to you</li><li>• Conduct insolvency and CCJ credit checks, background checks and to verify your identity</li><li>• Associate you with your online account.</li><li>• Submit an application for you to be named as a Designated Premises Supervisor for the pub you are taking.</li></ul>
Email Address	<ul style="list-style-type: none"><li>• Communicate with you during the application process and to keep you informed about the progress of your application</li><li>• Send you legal documentation relating to the site you are taking</li><li>• Contact you in order to reset your password.</li><li>• Other opportunities and events if requested</li></ul>
Current address	<ul style="list-style-type: none"><li>• Conduct insolvency and CCJ credit checks, background checks and verify your identity.</li><li>• send you correspondence relating to your application</li><li>• Submit an application for you to be named as a Designated Premises Supervisor for the pub you are taking.</li></ul>
Previous addresses	<ul style="list-style-type: none"><li>• Conduct credit checks, background checks</li></ul>
Telephone Number	<ul style="list-style-type: none"><li>• Contact you to progress your application.</li><li>• Other opportunities and events if requested</li></ul>

<p>Personal licence number</p>	<ul style="list-style-type: none"> <li>• Verify that you have the appropriate qualification to uphold the licensing objectives..</li> <li>• Submit an application for you to be named as a Designated Premises Supervisor for the pub you are taking.</li> </ul>
<p>Documented evidence of previous experience:</p> <ul style="list-style-type: none"> <li>• CV</li> <li>• Pre-entry Awareness Training certificate</li> <li>• BII Award in Licensed Hospitality Operations certificate</li> <li>• BII Award in Beer and Cellar Quality certificate</li> <li>• Level 2 Award in Food Safety (or equivalent) certificate</li> <li>• Level 2 Award in Health and Safety or equivalent certificate</li> <li>• Pub Company/Industry Induction training certificate or equivalent</li> <li>• Certificates for other professional or trade relevant qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that you have the relevant experience and skills to run one of our pubs</li> </ul>
<p>A record of any criminal convictions</p>	<ul style="list-style-type: none"> <li>• Assess your suitability to enter into an agreement with us.</li> </ul>
<p>Right to Work Documentation (depending on circumstances, passport, full birth certificate, official government letter, national identity card, visa or work permit</p>	<ul style="list-style-type: none"> <li>• To comply with the Immigration Act 2016 confirming the you have the entitlement to live and work in the UK</li> </ul>
<p>Credit Report and History</p>	<ul style="list-style-type: none"> <li>• As a responsible business, we need to complete a credit check in order to do this we will need your Date of Birth, Place of Birth and National Insurance number.</li> </ul>
<p>Business Plan and Proof of Funding</p>	<ul style="list-style-type: none"> <li>• To ensure you have a sustainable plan for your business(Your accountant will submit</li> </ul>

	<p>your plan to enable us to progress your application)</p> <ul style="list-style-type: none"> <li>To verify you have the required funds available to start up your pub business</li> </ul>
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**Why do we need to collect your personal data?**

We process your personal data on the basis that we have a legitimate interest in supporting your application and servicing your website account once you have given it to us. We need your business plan and proof of funding in order to comply with Pubs Code 2016 legislation. We will also use it to improve your experience of our organisation through our website and other business systems.

**What consent options do we offer and how do these affect you?**

You will be asked whether you would like to opt in to receive marketing information via email. This includes:

Consent Option	How are you affected?
Stonegate Pub Partners Pub Opportunities	We will contact you to notify you about pub opportunities that we think you may be interested in.
Stonegate Pub Partners Events and Open Days	We will contact you to notify you about events and open days that we think you may be interested in.
New Publican Support	We will contact you about memberships and other support services that we think you may be interested in.

You can opt-out at any time by contacting the Recruitment Team on 0333 320085.

**How long do we keep your personal data?**

If your application is successful and we enter into an agreement for a pub then your personal data will be processed according to the Publican Privacy Notice.

If your application is not successful we will keep your personal data for two years from the date your application is submitted.

If you complete your profile but do not submit your application we will keep your personal data for 12 months.

If you complete your registration but do not complete your profile we will keep your personal data for 12 months.

**Who do we share your information with?**

We do not pass your personal data to 3<sup>rd</sup> parties for marketing purposes unless you have given us your permission.

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

<b>Company</b>	<b>Why do we pass information to them?</b>	<b>What information do we pass to them?</b>
Experian plc or Equifax Ltd	To conduct a credit check and provide us with your credit score once you have submitted your application.	Your full name, date of birth, national insurance number, current address and previous addresses
Cask Marque	To offer you free membership for the first year upon signing a substantive agreement with us.	Your full name, email address and the name of your pub
Booker Group	To offer you your Booker Food welcome pack upon signing a substantive agreement with us.	Your full name, email address and the name of your pub
British Institute of Inn-keeping	To offer you free membership for the first year upon signing a substantive agreement with us.	Your full name, email address and the name of your pub
Ignite Hospitality Consultants Ltd	To offer you a free website for your pub upon signing a substantive agreement with us.	Your full name, email address, preferred contact number and the name of your pub
Flow Hospitality Training	To offer you free training to provide you with the skills to be successful in your new pub business	Your full name, email address, the name of the Pub you are interested in and the letting status
Local Licensing Authority	To apply for you to be named as Designated Premises Supervisor on the Premises Licence for the pub you are taking	Your full name, date of birth, current address and personal licence number
Local Authority & Utility	Local Authority & Utility	Local Authority & Utility

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

No, your personal data is captured and processed on computer systems that are located within the UK or EU.

### **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.

When you submit an application your credit history provided by Experian or Equifax is searched. For more information about your credit history or the personal data that Experian or Equifax 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 to run one of our pubs. 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 yours 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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