

Use of your personal data

In order to satisfy our duties under the Animal Boarding Establishments Act 1963, we (Woking Borough Council) need to collect your personal data. We will use your personal data to process your application for a licence and, if necessary, to enforce the conditions of the licence. Unless the law allows us to do so, we will not use the personal data you are providing for any other purpose. If you do not provide your personal data we may not be able to grant you with an Animal Boarding Establishment Licence.

In order to fulfil our statutory duties, the name, address and phone number you apply with will be displayed on a public register. The entirety of the personal data you are providing will be accessible by Idox Software, who provide the software on which personal data relating to Environmental Health is stored. It will not be shared with any other organisations unless the law allows us to do so.

We will hold your personal data for no longer than 13 years after the licence expires, is suspended or is revoked. You can ask us to access or to rectify the personal data we have about you by contacting us.

More information on how we collect and use your personal data and the control you have over it is available on our website:

woking.gov.uk/dataprotection

You can also find out more by contacting our Data Protection Officer:

dataprotectionofficer@woking.gov.uk
01483 755855