

**Privacy Notice  
Durham County Council  
Regeneration and Local Services  
Best Bar None**

**1. Who we are and what we do**

Durham County Council  
Regeneration & Local Services  
Best Bar None

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

**What we do**

Best Bar None strives to make our city a safe and vibrant place to go at night.

Best Bar None is a National Award Scheme supported by the Home Office. It is aimed at promoting responsible management and operation of alcohol licensed premises. It was piloted in Manchester and found to improve standards in pubs, bars, restaurants and nightclubs from early evening and throughout the night, with premises competing to be the best 'bar none'.

The scheme was launched in Durham City in 2008. Since its launch, businesses have reported increases in sales and footfall, as well as significant decreases in violent crime in the city center. Licenses premises are able to join the scheme for an annual fee of £30.

For more information please visit the [Councils website here](#).

**2. What type of personal information do we collect and how do we collect it?**

We collect the following personal information from you:

- Your name
- Your business address
- Your phone numbers and email address
- Scheme payment information

We collect information about you:

- by email
- in person or
- by telephone when you contact us
- by post
- premise visits

**3. What is our power to obtain and use the personal data?**

To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available.

When we collect and use your personal information we rely on the following:

- **Consent:** You or a legal representative have given consent, for example when you join the mailing list for updates.
- **Contract:** Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into the contract. For example when you complete and sign your registration form and pay to join the BBN scheme.

- **Public task:** The processing is necessary for us to perform our official function, for example when we share information with the Durham partnerships (section 5) as part of the BBN function, and to help make our city a safe and vibrant place to go at night
- **Legitimate Interests:** Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. For example we need to keep participant details after the contract has completed, or the scheme as closed as part of funding and audit records, and/ or for statistical analysis.

#### 4. What is your personal information used for?

Best Bar None collects and processes information about you;

- to provide and administer the service for which you have joined.
- to promote events and activities which may be of interest to you.
- as part of the annual awards process
- to support the process of premise visits
- to help make the City a safe and vibrant place to go at night
- to provide National Best Bar None office with participant details and anonymised statistical data

#### 5. Will your personal information be shared?

Your personal information will not be shared.

We will only share relevant information about you with others where there is a legal basis for doing so.

Statistical information is presented to our scheme partner organisations;

- Durham Constabulary
- CD&D Fire Rescue Service
- British Institute of In-keeping
- National Pub watch

#### 6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

#### 7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it and this is detailed in our corporate retention guidelines.

The retention period for Best Bar None is until the conclusion of administrative use which is three years from the cessation or your withdrawal from the scheme.

If you have consented to further contact regarding future projects your details will remain on file until such time as you withdraw your consent.

Our [corporate retention guidelines](#) show how long we keep information for different services.

## 8. Is your personal information processed outside the European Economic Community (EU)?

We do not process your personal information outside the EU.

## 9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

With your consent, we do share license details with third parties who may offer promotions to you, for example insurance companies who offer public liability offers.

## 10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected.
- to have your personal data erased.
- to place a restriction on our processing of your data.
- to object to processing and
- to request your data to be ported (data portability).

**If you wish to exercise your information rights, please contact our Data Protection Officer** at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to:

DPO,  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham  
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [dataprotection@durham.gov.uk](mailto:dataprotection@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

### Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510

