



## Privacy Notice

Edinburgh Licensing Board. Is the data controller for the personal data you provide to and the information is collated on its behalf by the City of Edinburgh Council and stored within their systems

The Data Protection Officer responsible for ensuring personal data is managed in accordance with data protection legislation is:

Mr. Kevin Wilbraham  
Information Governance Unit  
City of Edinburgh Council  
Waverley Court – 2.1  
4 East Market Street  
Edinburgh  
EH8 8BG

Email: [Information.compliance@edinburgh.gov.uk](mailto:Information.compliance@edinburgh.gov.uk)

Telephone: 0131 469 6200

### **Information held about you**

Edinburgh Licensing Board will hold all of the personal information provided in any application made to the Board under the Licensing (Scotland) Act 2005 and the Gambling Act 2005 (via any submission method) and any additional information provided subsequently regarding your licence in the event of your application being granted. The Board will similarly hold all the personal information provided by objectors to licensing applications and those who seek the review of a licence.

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date of birth, National Insurance number, and (if applicable) details of any previous criminal convictions and previous licence information

### **Why do we need this information?**

Your information is being collected to allow Edinburgh Licensing Board to administer the process of applying for licences (or where you make a request to review a premises licence) under the Licensing (Scotland) Act 2005 or Gambling Act 2005

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

**Compliance with legal obligation:** Edinburgh Licensing Board is required to collect your information in order to carry out the function of issuing licences in relation to the Licensing (Scotland) Act 2005 and the Gambling Act 2005.

### How will we use information we hold about you?

The Board will use the information provided in your application to process the application and issue documentation in accordance with the relevant provisions of the Licensing (Scotland) Act 2005 and the Gambling Act 2005 and to contact you about your licence once it has been issued to you.

### Who we will share your information with?

In processing your application in terms of the Licensing (Scotland) Act 2005 we are required to share the information with the following bodies and individuals

Application type	Information shared with
Premises Licence Provisional Premises Licence Non Minor Variation of Premises Licence	Police Scotland Scottish Fire and Rescue Service NHS Lothian Building Standards Planning Environmental Health City of Edinburgh Council Community Councils in Edinburgh Those with a notifiable interest in neighboring land  Some information will be shared with the public via the public register  Some information will be shared with the public at Licensing Board meetings  Applicants (in the case of information provided by objectors)
Reviews of licences    Transfer of Premises Licence	Police Scotland Licensing Standards Officers City of Edinburgh Council Applicant for review of a licence Licence holder (in the case of information provided by the applicant for review of a licence) Some information will be shared with the public via the public register Some information will be shared with the public at Licensing Board meetings  Police Scotland Some information will be shared with the public via the public register

*Occasional Licence Extended Hours Personal Licence	Police Scotland *Some information will be shared with the public via website notification of applications *City of Edinburgh Council Public Safety Officers *Applicants (in the case of information provided by objectors) Licensing Standards Officers Some information will be shared with the public at hearings before the Board and via the public registers
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In processing your application in terms of the Gambling Act 2005 we are required to share the information with the following bodies and individuals

Application type	Information shared with
Premises Licence - under Part 8 of the Act Variation of Premises Licence	The Gambling Commission Police Scotland HMRC Planning Some information will be shared with the public at Licensing Board meetings Some information will be shared with the public via the public register Applicants (in the case of information provided by objectors)
Non- Commercial Small Society Lotteries	The Gambling Commission Police Scotland
Family Entertainment Centre Gaming Machine Permits	The Gambling Commission Police Scotland
Club Gaming Machine Permit	The Gambling Commission Police Scotland
Club Machine Permits	The Gambling Commission Police Scotland
Licensed Premises Gaming Machine Permits	The Gambling Commission Police Scotland
Temporary Use Notice	The Gambling Commission Police Scotland HMRC

The Board is required by regulations under the Licensing (Scotland) Act 2005 to keep public registers in connection with applications made under these Acts. These registers will include personal information provided in applications under the Acts and will be available to the public.

The Board is also required under the National Fraud Initiative (NFI) to share your information with Audit Scotland in order to prevent and detect fraud. If you wish further information about the NFI please see the NFI privacy notice:

[http://www.audit-scotland.gov.uk/uploads/docs/um/nfi\\_privacy\\_notice\\_2016.pdf](http://www.audit-scotland.gov.uk/uploads/docs/um/nfi_privacy_notice_2016.pdf)

## **How long do we keep your information?**

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements

All documentation relating to licences under the Licensing (Scotland) Act 2005 will be kept for a maximum of 5 years from the date the licence expires, is surrendered or revoked.

## **Providing accurate information**

It is important that we hold accurate information about you. If any of your details change, please ensure that you tell us as soon as possible so that we can update your records.

## **Your rights**

You have a number of rights under data protection law:

- to withdraw consent at any time, where the legal basis specified above is consent (not applicable)
- to lodge a complaint with the Information Commissioner's Office – see below for details
- to request access to your personal data – please contact the Data Protection Officer if you wish to submit a request
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract (not applicable)
- to request rectification or erasure of your personal data, as far as the legislation permits – please contact the Data Protection Officer and provide details of what data you wish to be rectified or erased.

You can find out more about your rights in relation to data from the Data Protection Officer by telephone or in writing, (as detailed above).

## **Further Information**

More information about data protection and how it applies to you is available from the Information Commissioner's Office: -

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Information Commissioner's Office-  
Scotland 45 Melville Street  
Edinburgh  
EH3 7HL

Telephone: 0303 123 1115

Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)