

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Licensing Board. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a personal licence
- The determination of your application for a personal licence
- The issue of any Personal Licence Granted
- Inclusion on the Register of Personal Licences available for public inspection
- Ensuring compliance with the terms of your Personal Licence
- The processing of any complaints made in respect of your Personal Licence
- The determination of any complaints made in respect of your Personal Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- *Police Scotland*
- *Some information will also be shared with the Public as part of the online processing of applications for Personal Licences or investigation of complaints/reviews of licences and via the Register of Personal Licences*
- *Licensing Standards Officers*
- *Scottish Government*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application relates to the grant of a personal licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the **date of refusal** and thereafter will be destroyed.
- (2) In all other cases, information relating to personal licences will be retained on the Licensing Register for a period of 5 years from the date the personal licence **ceases to have effect** and thereafter will be destroyed.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.