



Renfrewshire
Licensing Board

Privacy Notice

Renfrewshire Licensing Board the data controller for the personal data you provide to us. The information is collated on their behalf by Renfrewshire Council and stored within their systems.

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

Allison Black
Managing Solicitor (DPO)
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Email: dataprotection@renfrewshire.gov.uk

Telephone: 0300 300 0300

Information held about you

Renfrewshire Licensing Board will hold all of the personal information provided in any application made to the Board under the Licensing (Scotland) Act ("the 2005 Act") (via any submission method) and any additional information provided subsequently regarding your licence. The Board will similarly hold all the personal information provided by objectors to licensing applications and by 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 Renfrewshire Licensing Board to administer the process of applying for licences (or where you make a request to review a premises licence) under the 2005 Act.

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 isn't needed for this purpose.

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

Compliance with legal obligation: Renfrewshire Licensing Board is required to collect your information in order to carry out the function of providing licences in relation to the 2005 Act.

How will we use information we hold about you?

The Board will use the information provided in the application to process the application and issue documentation in accordance with the relevant provisions of the 2005 Act and to contact you about your licence.

Who we will share your information with?

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

Application type	Information shared with
Premises Licence Provisional Premises Licence Major Variation of Premises Licence	Police Scotland Scottish Fire and Rescue Service NHS Greater Glasgow and Clyde Building Standards Planning Environmental Health Renfrewshire Council Community Councils in Renfrewshire Those with a notifiable interest in neighbouring 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 The applicant (in the case of information provided by objectors)
Transfer of Premises Licence	Police Scotland Some information will be shared with the public via the public register
Review of Licences	Police Scotland Renfrewshire Licensing Standards Officers Renfrewshire Council The applicant for a review of the licence The 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 registers Other Council Departments; Environment Health/ Planning
*Occasional Licence Extended Hours Personal Licence	Police Scotland *Some information will be shared with the public via the website notification of applications Licensing Standards Officers Some information will be shared with the public at the hearings before the Board and via the public registers

The Board is required by regulations under the 2005 Act to keep a public register in connection with applications under the 2005 Act. This register will include personal information provided in applications under the Act 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

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

Information Commissioner's Office-Scotland
45 Melville Street
Edinburgh
EH3 7HL
Telephone: 0303 123 1115

Email: Scotland@ico.org.uk