

Licensing Board - Privacy Notice

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

Unless specifically agreed with you, we will only collect personal data about you. The information will however include details such as:

- Name
- Address
- Telephone Number
- E-mail
- Data of Birth
- Place of Birth
- National Insurance Number
- Names of Directors of Company or Partnerships
- Director's of Company's or Partnerships private address
- Director's of Company's or Partnerships , date of birth and place of birth
- Documents required for immigration checks (e.g. Passport, birth certificate)
- Medical information (if deemed necessary)

We retain information collected as part of your application about criminal convictions which the Council will undertake in its official authority.

Why we need this information?

You are giving the Board your personal information to allow the Board to carry out its statutory functions in relation to the regulation of alcohol and gambling. The Board also uses your information to verify your identity where required, contact you by post, email or telephone and to maintain the Board's records.

Legal basis for using your information

The Licensing Board provides these services to you as part of a statutory function. You can find more details of the Board's role on the website at www.inverclyde/licensingboard

The Legal basis for collecting and processing your personal information is necessary for the performance of a task carried out in the public interest.

If you do not provide us with the information the Board have asked for then we will not be able to provide this service to you.

The Board will also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

Your information will be shared, where necessary the Board is legally obliged to safeguard public funds and required to verify and check your details internally for fraud prevention. The Board may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud detection & prevention purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. For further information, see <http://www.inverclyde.gov.uk/council-and-government/national-fraud-initiative>.

The Board will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

This data sharing is in accordance with the Board's full privacy statement on the Council's website. It also forms part of the Council's requirements in line with the Council's Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

The Board is required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. The Board may publish this register or extracts of the register online. The Board may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence the Board may need to refer you to a meeting of the Inverclyde Licensing Board. Your personal information will be included in the agenda, reports and minutes for the Board. Some of this information will be published on the Council's website. You can find out more on the Council's website at www.inverclyde.gov.uk/privacy

The Board meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to. Any objections to an application that has been referred to the Board will be provided to members of the Board, the applicant (or solicitors instructed by the applicant) and read aloud at the meeting of the Board. Any objector's name and address will be read out and provided to members of the Board and the applicant (or solicitors instructed by them).

The Board will also share your personal data with other public bodies and statutory consultees as required by licensing law.

In general the Board does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Board will inform you. The Board will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website where the policy document can be found <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

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

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.