



## Privacy Notice – Civic Licensing and Notifications of Public Processions under the Civic Government (Scotland) Act 1982 (“the 1982 Act”)

### **Information held about you**

West Lothian Council will hold all of the personal information provided in any application or notification made to the Council under the 1982 Act (via any submission method) and any additional information provided subsequently regarding a licence or notification under the 1982 Act.

### **Who is processing my information?**

All information is held and processed by West Lothian Council in accordance with data protection law and the relevant provisions of the 1982 Act.

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

The Council will use the personal information provided in the application or notification to process and issue documentation in accordance with the relevant provisions of the 1982 Act and to contact you about your licence or notification.

If required for the purposes of your application or licence we will also use your information to arrange for medical and vehicle examinations to be carried out by the council's advisers in these matters.

### **Who we will share your information with?**

#### Public Processions under Part V of the 1982 Act

- Police Scotland

#### Licences under Part II of the 1982 Act

- Police Scotland
- If you require a medical for the purposes of your application, or in connection with your licence, we will share your information with the council's medical advisers. This will include a photograph provided by you at the time of your application
- For the purposes of vehicle examinations the council will share your information with the Taxi Examination Centre, The City of Edinburgh Council
- Audit Scotland, the council is required by law to protect the public funds it administers. It is 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:

<https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text>

and where the licensed activity is wholly or mainly to be carried on in premises

- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

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

#### Licences under Part II of the 1982 Act

If your application for a licence is refused then information will be held for 5 years. Otherwise your information will be held until the end of a period of 5 years from the date your licence ceases to have effect.

#### Notifications under Part V of the 1982 Act

Information will be retained for 5 years from the date that the procession was permitted or prohibited.

### **Can the public have access to my information?**

#### Licences under Part II of the 1982 Act

The Council is required by Part II of the 1982 Act to keep a public register in connection with applications and licences. This register will include some personal information provided in applications for licences under the Act. The register will include your name, the address of any premises and details of any vehicle or vessel licensed.

#### Notifications under Part V of the 1982 Act

None of the personal information provided by you on the notification form will be held on the council's online register of processions which is available for inspection by members of the public. That register only includes the name of the organisation/organiser and details of the procession.

### **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 & further information**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased. If you have any questions or concerns about how your information is used or if you wish to request your records, you will need to put this in writing and provide proof of identification to:

Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Alternatively email – [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)

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

The Information Commissioner's Office – Scotland  
Queen Elizabeth House  
Sibbald Walk  
Edinburgh  
EH8 8FT

Phone: 0303 123 1115 Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)