



Privacy Notice – Licensing of Sex Shops 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 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.

Who we will share your information with?

In processing an application or notification in terms of the 1982 Act we are required to share the information with the following bodies:

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

How long do we keep your information?

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.

Can the public have access to my information?

The Council is required by Part III 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 and the address of the premises.

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

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

Information Commissioner's Office-Scotland

45 Melville Street

Edinburgh

EH3 7HL

Telephone: 0303 123 1115

Email: enquiries@itspublicknowledge.info