**East Lothian Council**

**Privacy Notice**

**Section 1: Our contact details**

|  |  |  |
| --- | --- | --- |
| *Your personal information is being collected by:*  East Lothian Council  Licensing  John Muir House  Haddington  EH41 3HA  01620 827664  [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk) | *Data Controller:*  East Lothian Council  John Muir House  Haddington  EH41 3HA | *Data Protection Officer:*  East Lothian Council  John Muir House  Haddington  EH41 3HA  Telephone: 01620 827827  Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk) |

**Section 2: Why we need your personal information**

To assess your application to be licensed for a particular activity under the relevant legislation. This may include legal processes in the event you challenge an application determination.

East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit: <https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1>

**Section 3: Legal Information**

In order for us to collect and use your information, we have to have a ‘legal basis’ for doing so. The legal basis for processing your personal information is:

* We have a legal obligation to process your information under any Licensing legislation.
* We are processing your information as part of our public task as a local authority.

The kinds of personal information we are collecting (may) include:

1. Name
2. Previous name
3. Address

**Section 4: Sharing and transfer**

We will be sharing your personal information with the following:

* Other services within East Lothian Council, including Environmental Services amongst others
* NHS
* Police Scotland
* Scottish Fire & Rescue Service
* Community Councils
* The applicant and/or the applicant’s agent
* Some information will form part of the public record once a decision is made

**Section 5: How long will we keep your personal information?**

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council’s Retention Schedule, please visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) and search for ‘Retention Schedule’.

**Section 6: Your rights**

1. **You have the right to be informed about how your information will be used.**
2. **You have the right to access your personal information. Normally this is done by placing a ‘Subject Access Request’ with the Council. For more information on placing Subject Access Requests, please visit** <https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1>
3. **You have the right to ask us to correct inaccurate or incomplete information.**
4. **In certain circumstances, you have the right to have your personal information erased.**
5. **In certain circumstances, you have the right to ask us to limit the ways we use or share your information.**
6. **In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.**
7. **In certain circumstances, you have the right to object to the ways we process your information.**
8. **In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.**

You can find more information about data protection and your rights on the Information Commissioner’s Office (ICO) website at <https://www.ico.org.uk>.

**Section 7: Complaints**

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council’s Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner’s Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745