

How your personal Information is used by Licensing and the Licensing Board.

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out Licensing. This activity is part of Finance and integrated Service Support provided by Midlothian Council.

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

What lets us collect your information?

If we work with you we will be acting under some, or all, of the legislation noted below:

- Licensing (Scotland) Act 2005
- Civic Government (Scotland) Act 1982
- Housing (Scotland) Act 2006
- Deer (Scotland) Act 1996
- Zoo Licensing Act 1981
- Gambling Act 2005

What kinds of personal data do we collect?

The personal data we collect might include your **name, address, telephone number and email address or other information that identifies you**. In some cases we will require information to confirm your right to work in the UK. We will also collect what is called 'special category' data – that is, sensitive information such as previous convictions and health/medical information.

How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

How do we use your personal data?

Personal information is used as part of the consultation process to allow the statutory consultees to comment on your application and to allow the council and the Licensing Board to decide whether to grant or refuse a licence.

Why do we share your personal data?

We share your personal data to allow the statutory consultees to make an informed comment on your licensing application.

With whom do we share your personal data?

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

The external bodies with whom we share Licensing information might include (organisations with a star are mandatory under the relevant legislation):

- *Community Councils
- *Fire and Rescue authority
- *Police Scotland
- *National Health Service
- *Transport Scotland
- *Home office
- *HMRC

Personal data is also shared between Midlothian Council services.

How long do we keep your personal data?

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. To access our retention schedule please click on the link [here](#)

Further Information

You can find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Policy.