

## SECTION 1

Application for a Licence to keep a Boarding Establishment for Animals

**CHEQUE ENCLOSED**

or make a BACS payment: (BACS – Sort Code: 83-17-26, Account: 00128568, stating 'FUND 74' along with your company name in the narrative)

1(a) Full Names of Applicant(s) (Block letters)	(a)
(b) Address of Applicant(s)	(b)
(c) Email Address of Applicant(s)	(c)
2(a) Business Name, Address and Telephone Number of Boarding Establishment for Animals for which Licence is required	(a)
(b) General Nature of Trade or business	(b)
(c) Opening Hours	(c)
3 State whether Owner and/or Occupier of the Premises	
4 Describe the accommodation to be used for the purpose of a Boarding Establishment for Animals	
5 State whether Dogs and/or Cats to be kept in the Premises and how many	
6 State safety precautions for the Protection of the Animals in case of fire or other Emergency	

**NOTE - FULL INFORMATION CALLED FOR ABOVE MUST BE SUPPLIED**

I hereby declare that the information supplied above is true and correct, and I hereby apply for a Licence to keep a Boarding Establishment for Animals at the address given.

**Signature of Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**To be lodged with** Environmental Health, Midlothian Council, Fairfield House, 8 Lothian Road,  
DAKEITH EH22 3ZH  
Email: [environmentalhealth@midlothian.gov.uk](mailto:environmentalhealth@midlothian.gov.uk)

## **Midlothian Council Privacy Notice**

### **How your personal Information is used by Midlothian Council Protective Services including Environmental Health**

Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. The Environmental Health function carries out a wide range of regulatory functions for Midlothian Council. In doing so we collect information about individuals and businesses. We enforce the laws in areas such as private sector housing, food safety, workplace safety and environmental crime. We also issue various licences including Animal Welfare Licences. This privacy notice explains the information Environmental Health needs in order to carry out these functions.

Environmental Health is part of the Place Directorate Midlothian Council. More information about privacy notices can be found on the Council's website

#### **Our Privacy Promise**

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

#### **What lets us collect your information?**

Environmental Health processes your personal information in accordance with the following data processing conditions:-

- Where processing is necessary for the exercise of official authority or for the performance of a task carried out in the public interest
- Where processing is required by law

The main laws under which Environmental Health can process your information in relation to animal health and welfare licences are listed below.

#### **Animal Health and Welfare (Scotland) Act 2006**

#### **The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021**

#### **Animal Boarding Establishments 1963**

#### **Riding Establishments Act 1964 and Riding Establishments Act 1970**

#### **Dangerous Wild Animals Act 1963**

#### **Zoo Licensing Act 1981**

#### **What kinds of personal data do we collect?**

The personal data we collect might include your **name, date of birth, address, National Insurance number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as your gender and medical/health 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 an application form, a contact 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 council services, other agencies or local authorities.

#### **How do we use your personal data?**

The personal data collected from you may be used in different circumstances:-

- For the purposes of performing any of our statutory enforcement duties

- to contact you about a complaint, service request or application you have made to us
- to maintain any registers that the law requires us to keep
- If you have applied for a licence of some sort we may use your personal data to check that you have not been disqualified from holding a licence, committed certain offences relating to fraud, violence or drugs, or contravened any laws, rules or agreements that may stop you being issued with a licence
- to determine if you are a fit and proper person in accordance with the Act or associated Regulation.
- for the collection of any fees due to the Council

### **Do we share your personal data?**

We will only share your personal data if it is necessary to do so and the appropriate conditions have been met to protect it. We will share your personal data if we are compelled to share it by law. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement or are permitted by legislation.

### **With whom do we share your personal data?**

Your Personal data may be shared with other Midlothian Council services where we are carrying out a regulatory function or where it is necessary for us to carry out a service you have asked us to. We may share your personal data with other persons authorised by Midlothian Council to act on our behalf in carrying out the requirements of the above legislation such as contractors

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided.

The external bodies with whom we might share information to carry out are functions include (organisations with a star are mandatory):

- Health and Safety Executive
- Scottish Environment Protection Agency
- The Procurator Fiscal Service\*
- Police Scotland
- HMRC
- Scottish Government
- Lothian and Borders Fire and Rescue Service
- Other local authorities
- Scottish Society for the Prevention of Cruelty to Animals (SSPCA)

### **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'. Our retention schedule

### **Further Information**

You can find out more about how we use your information, the rights you have under the Data Protection Act and how to contact us by referring to the overarching Midlothian Privacy Notice. This can be found on the Midlothian Council website. Search for "privacy"