

## **General Purposes Board – Privacy Notice**

### **Data Controller**

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

### **Data Protection Officer**

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

### **What information do we need?**

Unless specifically agreed with you, we will only collect personal data about you. The information will however include details such as:

- Name
- Address
- Telephone Number
- E-mail
- Data of Birth
- Place of Birth
- National Insurance Number
- Names of Directors of Company or Partnerships
- Director's of Company's or Partnerships private address
- Director's of Company's or Partnerships , date of birth and place of birth
- Documents required for immigration checks (e.g. Passport, birth certificate)
- Medical information

We retain information collected as part of your application about criminal convictions which the Council will undertake in its official authority.

### **Why we need this information?**

You are giving the Council your personal information which will be used to allow us to carry out the Council's statutory functions in relation to licensing. The Council use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The Council will not collect any personal data from you that isn't needed for delivery of those services.

### **Legal basis for using your information**

The Council provides these services to you as part of the Councils statutory function as your local authority. You can find more details of the Councils role on the website at [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy).

The Legal basis for collecting and processing your personal information is necessary for the performance of a task carried out in the public interest.

If you do not provide us with the information the Council have asked for then we will not be able to provide this service to you.

The Council will also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

## **What we will do with your information?**

All of the information we collect from you will be processed by staff in the United Kingdom.

Your information will be shared where necessary. The Council is legally obliged to safeguard public funds and required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council will analyse your personal data internally to help us improve the Council's services.

This data sharing is in accordance with our Acceptable Use of Information and Privacy Policy; this is covered in the Council's full privacy statement on the Council's website. It also forms part of the Councils requirements in line with the Council's Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

The Council is required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. The Council may publish this register or extracts of the register online. The Council may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence the Council may need to refer you to the General Purposes Board. The Council may also need to refer you to this Committee if you are granted a licence and the Council receives a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on the Councils website. You can find out more on the Councils website at [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy)

The General Purposes Board meetings are held in public. However, where there is sensitive information contained in a report about an individual, company or premises, the Hearing will be

held in private. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

The Council will also share your personal data with other public bodies and statutory consultees as required by licensing law.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

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

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website where the policy document can be found <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

## **Your Rights**

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

## **Complaints**

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

UK Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

## **Automated Decision Making**

We will not use your data for any automated decision making.

### **More information:**

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.