



Privacy Notice – Licensing of Gambling under the Gambling Act 2005

Information held about you

West Lothian Licensing Board will hold all of the personal information provided in any application made to the Board under the 2005 Act (via any submission method) and any additional information provided subsequently regarding your licence, permit, or registration under the Act.

Who is processing my information?

All information is held and processed by West Lothian Licensing Board in accordance with data protection law and the relevant provisions of the 2005 Act.

How will we use the information we hold about you?

The Board will use the information provided in the application to process the application and issue documentation in accordance with the relevant provisions of the 2005 Act and to contact you about your authorisation under the Act.

Who we will share your information with?

The Board 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>

In processing your application in terms of the 2005 Act we are required to share information with other bodies/individuals:-

Premises Licences under Part 8 of the 2005 Act

In terms of the 2005 Act we are required to notify the following bodies or individuals when we make a decision to grant or refuse such applications, this will include details of the applicant's name and address as specified in the application:-

- The Gambling Commission
- Any person who made a representation regarding your application

- Police Scotland
- HMRC

Family Entertainment Centre Gaming Machine Permits & Prize Gaming Permits

In terms of the 2005 Act we are required to consult Police Scotland when considering this type of application. We will send Police Scotland a copy of the application including personal information disclosed in the application.

Club Gaming & Club Machine Permits

In terms of the 2005 Act we are required to notify the following bodies when we make a decision to grant or refuse such applications, this will include details of the applicant club's name and address as specified in the application:-

- The Gambling Commission
- Police Scotland

It is not considered that applications for these permits will require us to share any personal information.

Licensed Premises Gaming Machine Permits

It is not considered that applications for these permits will require us to share any personal information.

Registration of Small Society Lotteries

Applications for registration are shared with Police Scotland to carry out vetting checks on those persons who will be connected with promotion of the lottery. This will include any personal information provided in the application and any supporting documents submitted with the application.

How long do we keep your information?

If your application for a licence, permit or registration is refused by the Board then information will be held by us for a period of 5 years. Otherwise your information will be held until the end of a period of 5 years from the date your licence, permit or registration ceases to have effect.

Can the public have access to my information?

The Board is required under the 2005 Act to keep public registers in connection with the licences, permits and registrations it issues under the Act. These registers will include some personal information provided in applications under the Act. The register will include your name and the address of any premises relating to the licence, permit or registration.

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