

Data Protection Information

Civic and Miscellaneous Licensing

Orkney Islands Council

The General Data Protection Regulation (GDPR) came into force on 25 May 2018.

Application forms and guidance issued by Orkney Islands Council (the Council) in relation to civic and miscellaneous licences will be updated. In the meantime, this information sheet accompanies documentation provided to applicants.

The information provided on application forms will be used by the Council to enable decisions to be made on applications. The Council is required to collect the information in terms of legislation. Applicants' information will be shared with a number of agencies which the Council is obliged to consult before making decisions on applications.

The Council is obliged to make available some information submitted on application forms. The Council publishes electronic public registers in the Related Downloads section of the webpage at <http://www.orkney.gov.uk/Service-Directory/C/Civic-Government-Licences---Approved-Licence-Lists.htm>.

The Council has published a guide to your rights under Data Protection legislation and how you can exercise these. This information is available on the Council's website at <http://www.orkney.gov.uk/Council/D/Data-Protection-Policy.htm> or can be requested by contacting the Council's Information Governance Officer at Council Offices, Kirkwall, Orkney KW15 1NY (email corporateservices@orkney.gov.uk or telephone 01856873535 extension 2210).

Information about how the Council will process your personal information is available on the Council's website at <http://www.orkney.gov.uk/Online-Services/privacy.htm>.

The Council publishes its application forms, guidance, conditions and fee information in relation to civic and miscellaneous licences via links from a webpage at http://www.orkney.gov.uk/Service-Directory/L/Licences_2.htm.

If you have questions about licence applications and the information required, contact the Council's Licensing Team at Corporate Services, Council Offices, Kirkwall, Orkney KW15 1NY (email licensing@orkney.gov.uk or telephone 01856 873535 extensions 2229 or 2232).