

Data Protection Information

Gambling Act 2005

Orkney Islands Area Licensing Board

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

Application forms and guidance issued by Orkney Islands Area Licensing Board (the Board) in terms of the Gambling Act 2005 (the Act) 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 Board to enable decisions to be made on applications. The Board is required to collect the information in terms of the Act. Applicants' information will be shared with a number of agencies which the Board is obliged to consult before making decisions on applications.

The Board is obliged to make available some information submitted on application forms. The Board publishes electronic public registers in the Related Downloads section of the following Council webpages:

<http://www.orkney.gov.uk/Service-Directory/G/Gaming-Machines.htm>

http://www.orkney.gov.uk/Service-Directory/L/Lotteries_2.htm.

How we may use your Information

Data Processor

Your personal information will be processed by Orkney Islands Area Licensing Board, School Place, Kirkwall, KW15 1NY. You can contact the Board on 01856 873535 extensions 2229 or 2232 or email licensing@orkney.gov.uk.

Data Protection Officer

The Board's Data Protection Officer is Gavin Mitchell, Clerk to the Licensing Board, who can be contacted using the contact details for the Board as set out above.

Your rights

- The right to be informed about how your information will be used.
- The right of access to your personal information.
- The right to rectification, which is the right to require the Board to correct any inaccuracies or omissions.
- The right to request the erasure of any personal information held by the Board where the Board no longer has legal reason to hold the information.
- The right to request that your information is only processed in certain ways.
- The right to data portability.
- The right to object to the Board processing your personal information.

These are not absolute rights and there may be circumstances where the Board is legally obliged to process your information in a particular way.

Orkney Islands Council has published a guide which sets out in detail your rights and how you can exercise them. 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 on 01856 873535 or corporateservices@orkney.gov.uk.

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>.

Sharing your information

The Board is legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this. The Board will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes.

Transferring your information outside the UK or European Economic Area

The Board will not transfer personal data outside either the UK or the European Economic Area (EEA) unless this cannot be avoided. The Board will only transfer data outside the UK and the EEA 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. On the occasions when it does transfer your information outside the UK or the European Economic Area, the Board will inform you.

Profiling and automatic Decision making

The Board does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

How long do we keep your information?

The Board will only keep your information for as long as necessary. Full details of how long the Board usually retains your information can be found in the Orkney Islands Council's Retention and Disposal Schedule which is published on the Council's website here: http://www.orkney.gov.uk/Files/Council/Council-Plans/OIC_Retention_Disposal_Schedule.pdf. However, there may be circumstances where we may need to keep your information for longer. Once the Board no longer needs to keep your information, it will be securely destroyed.

Right to complain

If you are unhappy with the way the Board has processed your personal data you have the right to complain. Any complaints regarding your data should be addressed to the Data Protection Officer. If the matter is not resolved, you can contact the Information Commissioner's Office. The address and contact details for the Information Commissioner's Office are:

45 Melville Street
Edinburgh
EH3 7HL
Telephone: 0131 244 9001
Email: scotland@ico.org.uk

If you have questions about licence applications and the information required, contact the Board'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).

Form Version: 2018-06-20.