

Privacy Notice (GDPR) – Licensing Firearms

Who we are:

The Police Service of Scotland is a constabulary established under the Police and Fire Reform (Scotland) Act 2012. Its headquarters is located at Tulliallan Castle, Kincardine, FK10 4BE, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@scotland.pnn.police.uk, and by telephone on 101.

About this notice:

This notice is to advise you of how your personal information will be dealt with (processed) by Police Scotland and your rights in relation to the processing. This notice covers information processed for any non-crime purpose.

The Chief Constable of the Police Service of Scotland is the controller of your personal information and is the authority that decides the purposes for which your personal information will be processed. Police Scotland can be contacted by telephoning 101.

The tables below provide you with details of:

- why we process your personal information;
- what our legal basis is for having it;
- whether you have a legal duty to provide it to us and;
- what will happen if you decide not to provide it;
- the length of time we will keep your information;
- who we will share it with;
- the categories of your information we hold (if we have obtained the information from someone other than you) i.e.
 - personal data (see guidance sheet) or
 - special categories of personal data (see guidance sheet)

Purpose and basis for processing:

Purpose of Processing	Legal Basis for Processing	Categories of individuals	Categories of personal data	Legal requirement to provide information	Consequences of failing to provide information
Firearms Licensing	Firearms Act 1968 Air Weapons Licensing (Scotland) Act 2015	Members of the Public - Applicants/Referees	Gender, Name, DOB, Current and Previous Addresses, Telephone Number, Email Address, Height, Date and Place of Birth, Nationality, Occupation, Work Address and Contact Details, Medical Information, GP Details, Criminal/Offending History, Details of Firearms Assets, Photograph Medical Mandate Application Form	Firearms Act 1968 Air Weapons Licensing (Scotland) Act 2015	Unable to process applications for firearms or air weapons certificates/certificate renewals

Purpose of Processing	Legal Basis for Processing	Categories of individuals	Categories of personal data	Legal requirement to provide information	Consequences of failing to provide information
Equalities Monitoring		Members of the Public/Applicants	Ethnicity, Disabilities, Gender Age	None – Applicants are requested NOT to complete the equalities monitoring section of the 'Application for the Grant or Renewal of a Firearms and/or Shotgun Certificate form'	<p>The firearms licensing application form is created and used by all police forces in the UK and includes an optional section for equalities monitoring.</p> <p>This data is collected and reported by forces in England and Wales. Police Scotland does not require or report on this information and therefore applicants are asked not to fill in this section of the form.</p> <p>If any applicant submits the equality monitoring data, it will be securely destroyed.</p>

Purpose of Processing	Legal Basis for Processing	Categories of individuals	Categories of personal data	Legal requirement to provide information	Consequences of failing to provide information
Snaring Identification Number Application	Wildlife and Natural Environment Act (Scotland) 2011 Snares (Identification Number and Tags) (Scotland) Order 2012	Members of the Public - Applicants	Name, Address, Nationality, Training received (in relation to snares), Photograph	Wildlife and Natural Environment Act (Scotland) 2011 Snares (Identification Number and Tags) (Scotland) Order 2012	Unable to process applications for a Snaring Identification Number

Keeping and sharing your information:

In this section, we explain how long we keep (retain) your information and who we might share it with:

Category of information	Length of storage period (Reference to the Record Retention SOP)	International Sharing (can be left blank if no transfers)	Recipients of personal information (Details of organisations we pass personal information on to)
Firearms Licensing	Records Retention SOP - section 8	N/A	<p>Depending on the circumstances, Scottish Government, other government departments, applicant's GP, UK Police Forces Forestry Commission, Oil Industry, Registered Firearms Dealers, Local Authorities, Regulatory Bodies, Enforcement Agencies.</p> <p>Individuals named in the application form.</p> <p>Where the applicant is a child, information will also be shared with school/educational institution and appropriate adults, including parents/guardians.</p> <p>Where the applicant is a serving police officer or member of police staff, information will also be shared with Police Service of Scotland and Scottish Police Authority.</p>
Firearms Licensing – Ethnicity Questionnaire	Must not be completed. If received, will be securely destroy	N/A	N/A
Snares	Under review	N/A	

Your Rights

You have certain rights in relation to how we process your personal information. These are listed below.

1. **Right of access – this is called making a subject access request.**

This means that you are entitled to, amongst other things, a copy of the information we hold on you, although there are exceptions to this. For further information and details on how to make a subject access request please click [here](#) or visit the Police Scotland website at <http://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests>

2. **Right to rectification.**

We must correct without delay, any personal information we hold on you which is not accurate. If you think anything is wrong, you should contact us by post or e mail. There are exceptions to when we have to correct the information, and you will be advised if we have to apply them. If it is not possible to establish the accuracy of the personal information, we will restrict how we process it, for example restrict who can see your information, or who we disclose it to.

3. **Right to erasure, restriction of processing or right to object.**

You have a right to request that we delete your personal information, but this will only be done when we are legally required to do so. On occasion it may be more appropriate to restrict how we process it, for example restrict who can see your information, or who we disclose it to.

You also have the right to object to the processing we carry out, if our legal basis for doing so, (as detailed above), is for carrying out a task in the public interest, exercising our lawful duty or we believe it is in our legitimate interests. Further information can be obtained from our Data Protection Officer (details on page 1).

If we refuse to carry out your requests in full under paragraphs 1, 2 or 3 above, you have the right to ask the Information Commissioner to check whether our decision is correct.

If you are unhappy in any way with how we have dealt with your information, you have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at:

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

Tel: 0303 123 1113 (local rate)