

Privacy Notice – Licensing (Firearms, Civic and Liquor)

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 a 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 lawful basis is for having it
- the categories of people the information relates to
- the categories of personal information we hold
- the source of the information
- what would happen if we did not have it
- the length of time we will keep your information
- who we will share it with

Purpose and basis for processing

Purpose of Processing	Lawful basis for Processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
Firearms Licensing	Legal obligation – Firearms Act 1968, Air Weapons Licensing (Scotland) Act 2015 Substantial public interest – statutory and government purposes	Members of the public – applicants and referees	Name, image, gender, date and place of birth, current and previous addresses, phone number, email address, height, occupation, nationality Alleged or actual offences Health information	Data subject	Unable to process applications for firearms or air weapons certificates/ certificate renewals
Snaring Identification Number Application	Legal obligation – Wildlife and Natural Environment (Scotland) Act 2011, Snares (Identification Number and Tags) (Scotland) Order 2012	Members of the public – applicants	Name, image, address, nationality	Data subject	Unable to process applications for a Snaring Identification Number
Equalities Monitoring NB: Applicants are advised NOT to complete this section of the Application Form. Any information submitted is securely destroyed.	Not applicable	Members of the public – applicants	Age, gender Racial / ethnic origin, religious / philosophical beliefs, sexual orientation, disabilities	Data subject	The firearms licensing application form is used by all UK police forces and includes an optional equalities monitoring section. This data is collected and reported by forces in England and Wales. Police Scotland does not require or report on this information.

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Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
Civic Licensing	Legal obligation – Civic Government (Scotland) Act 1982 Schedule 1, Section 2(1)	Members of the public – applicants	Name, image, date of birth, address, phone number, email address, nationality, ID document details, driving history Alleged or actual offences	Data subject	Unable to process applications for Civic Licenses in order to comment on suitability, rendering the application invalid.
Liquor Licensing	Legal obligation – Licensing (Scotland) Act 2005 sections 21, 33, 48, 51, 57, 69, 73, 83	Members of the public – applicants	Name, image, date of birth, address, phone number, email address, nationality, ID document details, driving history Alleged or actual offences	Data subject	Unable to process applications for Liquor Licenses in order to comment on suitability, rendering the application invalid.
Pedlar's Certificates	Legal obligation – Pedlars' Act 1871 Section 5(1); Police and Fire Reform (Scotland) Act 2012	Members of the public – applicants and persons of standing	Applicant Name, image, date of birth, address, phone number, email address, nationality, ID document details, areas of operation Alleged or actual offences Person of Standing Name, date of birth, address, phone number, profession.	Data subject	Unable to process and grant applications for Pedlars' Certificates, rendering the application invalid.

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	Recipients of personal information (Details of organisations we pass personal information on to)
<p>Firearms Licensing etc</p> <p>Name, image, gender, date and place of birth, current and previous addresses, phone number, email address, occupation, nationality</p> <p>Alleged or actual offences</p> <p>Health information</p>	Section 8 – Firearms	N/A	<p>Scottish Government, NHS, Police Scotland, Scottish Police Authority, UK Police Forces, Forestry Commission, Oil Industry, Registered Firearms Dealers, Local Authorities, Enforcement Agencies.</p> <p>Individuals named in the application form; school and appropriate adult for child applications.</p>
<p>Equalities Monitoring</p> <p>Age, gender</p> <p>Racial / ethnic origin, religious beliefs, sexual orientation, disabilities</p>	Must not be completed. If received, will be securely destroyed	N/A	N/A
<p>Licensing Applications</p> <p>Name, image, date of birth, address, phone number, email address, nationality, ID document details, driving history</p> <p>Alleged or actual offences</p>	Section 12 – Licensing	N/A	The Licensing Board of the Local Authorities to which the application was made
<p>Pedlars Certificates</p> <p>Name, image, date of birth, address, phone number, email address, nationality, ID document details, profession, areas of operation</p> <p>Alleged or actual offences</p>	Section 12 – Licensing	N/A	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 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.

For more information about any of these rights, go to www.scotland.police.uk/access-to-information/data-protection/your-rights or email information.assurance@scotland.pnn.police.uk.

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)

www.ico.org.uk

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