

## **Your data: Consultation on Licensed Premises Overprovision**

### **How we use your data**

Aberdeen City Council, on behalf of the Aberdeen City Licensing Board as the Licensing Authority, will collect and record the personal information you provide in this form in order to consider your response to this statutory consultation.

In considering your consultation response, the Council will share the response you have provided with the members of the Licensing Board when they consider the results of the statutory public consultation.

The results of the consultation will require to be considered at a meeting of the Licensing Board and an agenda will be prepared for the hearing of the relevant report on this. In order to publish the agenda for the meeting the relevant information provided in your consultation response will be uploaded to an electronic committee management system.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

### **How long we keep your information for**

Your consultation response will be retained by the Council's Licensing Team until a final decision has been reached.

As the results of the Statutory consultation will be considered by the Licensing Board, the Board Meeting Agenda, Minutes and accompanying papers including limited details of your response, are published on the Council's website indefinitely.

### **Your rights**

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have, as well as contact details for the Council's Data Protection Officer.](#) You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

### **Our legal basis**

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for a licence is Article 6(e) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Section 45B of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.