

**REQUIREMENTS FEBRUARY 2017**

The New National Standard now applies and is based **only** on the structural requirements of the Food Hygiene Regulations.

Health and Safety and Food Safety Management Systems are no longer included

Glasgow registered businesses only eligible for inspection.

OFFICE USE ONLY:

Received	Paid	Initials

NB NEW LOCATION FOR INSPECTION IS WITHIN GLASGOW GREEN VIA GREENDYKE STREET – TAKE FIRST LEFT AND THEN FIRST LEFT (DETACHABLE BOLLARDS AT END OF STREET WILL BE OPENED BY ENV HEALTH STAFF)

**GLASGOW CITY COUNCIL  
CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR CERTIFICATE OF COMPLIANCE**

PLEASE COMPLETE IN BLOCK CAPITALS:

1. SURNAME:	FIRST NAME(S)	
2. HOME ADDRESS:	PHONE NO:	
3. ADDRESS OF SITE WHERE UNIT IS HOUSED OVERNIGHT:	AGE:	DATE OF BIRTH
3. INDICATE IF SELF-EMPLOYED YES / NO	E-MAIL ADDRESS:	
<b>ADDITIONAL DETAILS TO BE COMPLETED IF APPLICATION IS BEING MADE ON BEHALF OF A COMPANY OR BUSINESS NB CERTIFICATE WILL BE ISSUED IN NAME OF THE COMPANY OR BUSINESS</b>		
4. COMPANY OR BUSINESS NAME	TELEPHONE NO.	
5. ADDRESS OR REGISTERED OFFICE ADDRESS		
6. TYPE OF FOOD TO BE SOLD		
7. TYPE OF VEHICLE/KIOSK/MOVEABLE STALL (DESCRIPTION, MAKE AND MODEL)	REG. NO. (If applicable)	
8. TRADING ROUTE/PITCH:		

DATE: ..... SIGNATURE OF APPLICANT: .....

TO BE LODGED WITH THE DIRECTOR OF LAND AND ENVIRONMENTAL SERVICES, (SCIENTIFIC & REGULATORY SERVICES) **AT CITY CENTRE SERVICE DESK 45 JOHN STREET, GLASGOW, G1 1LY, NOT LATER THAN 14 DAYS BEFORE THE CERTIFICATE IS REQUIRED.**

**NB**

- **INSPECTION APPOINTMENTS WILL BE ALLOCATED FOR THE NEXT AVAILABLE TIME ON THE DATE REQUESTED**
- **CERTIFICATE IS VALID FOR 3 YEARS**

## GDPR Privacy Statement - March 2018

Scientific and Regulatory Services, Land and Environmental Services

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=39092&p=0>

Privacy statement for The Application for a Certificate of Compliance under the Civic Government (Scotland) Act 1982

### Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to inspect your street trading vehicle for the purpose of assessing its compliance with the National Standard and thereafter to issue a Certificate of Compliance where appropriate. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is “necessary for the performance of a task carried out in the public interest by the council”

Options for legal basis:

- a) Necessary for the performance of a task carried out in the public interest by the council

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and Food Standards Scotland and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

### How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

### Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people:**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to register the details of your food business. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

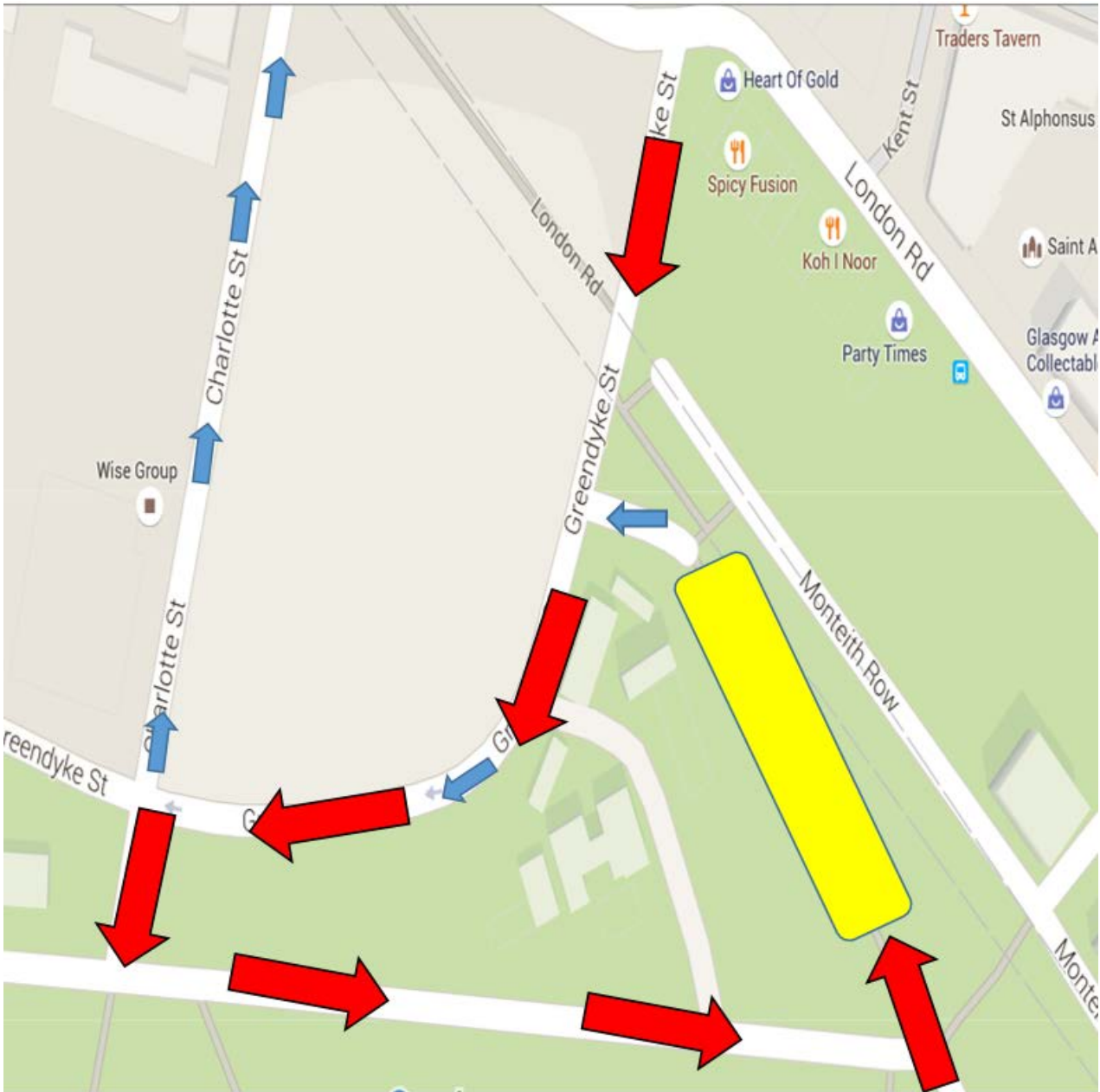
However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at <https://ico.org.uk/concerns>

[Please note if your complaint is not about a data protection matter and concerns the handling of your Application by Land and Environmental Services you can find details of how to make a complaint on our website at www.glasgow.gov.uk/complaints.](http://www.glasgow.gov.uk/complaints)

**More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.



Way In



Way Out



Inspection Area





Turn into entrance at Glasgow Green and turn immediately left



Turn second left into Inspection Area



Continue out of the Inspection Area, past barriers onto Greendyke Street



Continue along Greendyke Street, turn first right onto Charlotte Street