

LICENSING (SCOTLAND) ACT 2005

APPLICATION FOR A CERTIFICATE OF SUITABILITY IN RELATION TO FOOD HYGIENE

ADDRESS OF PREMISES : _____

APPLICANT NAME : _____

TEL. NO. : _____

E-MAIL _____

AGENT NAME : _____

ADDRESS : _____

TEL. NO. : _____

E-MAIL : _____

TYPE OF APPLICATION (a) Grant of a Premises Licence
(b) Confirmation of a Provisional
Premises Licence
(Delete as appropriate)

SIGNATURE OF APPLICANT/AGENT : _____

DATE : _____

NOTES

1. This application must be accompanied by a detailed layout plan of the premises and a fee of £189.00. Cheques to be made payable to Glasgow City Council.
2. Applications can be made in person between 9:00am and 5:00pm, Monday to Friday, at 45 John Street, Glasgow or by post to Julie Grant/Julia Dewar, Glasgow City Council, Neighbourhoods and Sustainability, 3rd Floor, 231 George Street, Glasgow, G1 1RX
3. Telephone enquiries may be made to Environmental Health via the Customer Care Centre on 0845 270 1558.
4. The Certificate will be issued to the agent unless otherwise requested.

GDPR Privacy Statement Template – Direct From Data Subject – Final Version - March 2018
To be used when collecting personal data directly from the data subject.

Scientific and Regulatory Services, Land and Environmental Services

<https://www.glasgow.gov.uk/index.aspx?articleid=17604>

Privacy statement for The Application for a Certificate of Suitability in Relation to Food Hygiene. Licensing (Scotland) Act 2005.

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, 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 assess compliance with the requirements of the Regulations made under section 16 of the Food Safety Act 1990 relating to construction, layout, drainage, ventilation, lighting and water supply or concerned with the provision of sanitary and washing facilities. This Certificate is required under the Licensing (Scotland) Act 2005. 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. 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, Police Scotland 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 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 or email 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 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

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