

The information you supply on this form will be used by East Renfrewshire Board to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Licensing Board will use this information because we need to do so in terms of the Licensing (Scotland) Act 2005 . The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils, The NHS, the licensing standards officer, and neighbouring property owners in some cases. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to (<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=22399&p=0>)

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, G46 6UG

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 East Renfrewshire Licensing Board. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application. If the other person wants any more information on how we will use their information they can visit our web site at (insert link to web page)