

Aberdeenshire Licensing Boards

**Personal Declaration Form For Completion By A Person
Who Is Or Will Be Connected With A Lottery Promoted On
Behalf of A Society Registered With The Board**
(to be used only where total proceeds do not exceed £250,000)

Notes:

- i. Under Schedule 11 to the Gambling Act 2005 the Board may refuse or revoke the registration of a society lottery scheme, if any person connected with a relevant lottery has been convicted of an offence involving fraud or dishonesty, or one of a number of other specified offences. In pursuance of these provisions, the Board will seek from the Police details of any relevant convictions recorded against the person completing this declaration.
- ii. All relevant convictions should be declared on this form in full. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, spent convictions, as defined in the Rehabilitation of Offenders Act 1974 **must be disclosed.**

(1) Full Name:

| | |
|--|--|
| | |
|--|--|

(2) Former Names:
(if different from 1.)

| | |
|----|--|
| a. | |
|----|--|

| | |
|----|--|
| b. | |
|----|--|

(3) Full Address:

| | |
|--|------------------|
| | <i>Postcode:</i> |
|--|------------------|

(4)
(a) Date and place of birth:

| | |
|--------------|---------------|
| <i>Date:</i> | <i>Place:</i> |
|--------------|---------------|

(b) Nationality:

(5) Have you ever been convicted of an offence?

Please tick one box

YES

NO

Note: "offence" means any offence. For ease of reference offences set out in the Lotteries and Amusements Act 1976 are set out or summarised on the attached sheet.

If the answer to question 5 is yes, please give details below:

All findings of guilt, including juvenile findings of guilt, must be declared, however long ago the offences occurred and whether or not they have previously been declared to the Board.

| <i>Court and Date</i> | <i>Offence and Penalty</i> |
|--|--|
| | |

(6) Have you any reason to believe that a prosecution against you, in connection with any offence(s) listed in question 5, might be pending?

Please tick one box

YES

NO

If yes, please give full details below

(7) Have you ever been associated with another Board registered society or Board registered lottery scheme?

If yes, please give full details below, including (if known) Board Reference Number:

(8) Are you employed by the Society as an external lottery manager

Please tick one box

YES

NO

If 'yes' please submit a copy of your Lottery Operator's Licence issued by the Gambling Commission. The Board may check the details of your licence with the Gambling Commission.

DECLARATION

(You are reminded that it is an offence under Section 342 the Gambling Act 2005 for any person knowingly or recklessly to give the Board any information which is false in a material particular).

I certify that, to the best of my knowledge and belief, the information I have given in this declaration is correct.

I declare that I am representing a bona fide, non-commercial society

Signature:

Date:

PRIVACY NOTICE

The Data Controller of the information being collected is the North, Central and South Aberdeenshire Divisional Licensing Boards. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
 Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a Non-Commercial Society Lottery Registration
- The determination of your application for a Non-Commercial Society Lottery Registration
- The issue of any Non-Commercial Society Lottery Registration Granted
- Inclusion on the Register of Non-Commercial Society Lottery Registrations available for public inspection
- Ensuring compliance with the terms of your Non-Commercial Society Lottery Registration
- The processing of any complaints made in respect of your Non-Commercial Society Lottery Registration
- The determination of any complaints made in respect of your Non-Commercial Society Lottery Registration

Your information is:

Being collected by Aberdeenshire Council on behalf of the North, Central and South Aberdeenshire Licensing Boards

The Legal Basis for collecting the information is:

| Personal Data | | Special categories of personal data | |
|-------------------|---|---|---|
| Legal Obligations | X | Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law | X |

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- | | |
|--|--|
| <ul style="list-style-type: none">• <i>Police Scotland</i>• <i>Some information will also be shared with the Public via the Register of Non-Commercial Society Lottery Registration</i> | <ul style="list-style-type: none">• <i>The Gambling Commission</i>• <i>Licensing Standards Officers</i> |
|--|--|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- | |
|---|
| <ol style="list-style-type: none">(1) Where an application for the grant of a licence, permit or registration is refused by the Board, information relating to that application will be retained for a period of 5 years from the date of refusal and thereafter will be destroyed.(2) In any other case, information relating to a licence, permit or registration will be retained for a period of 5 years from the date the licence, permit or registration ceases to have effect and thereafter will be destroyed. |
|---|

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Promoter – Authorisation letter

FIRST CLASS
The Depute Clerk to the Board
Aberdeenshire Council
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

Date:

Dear Sir/Madam,

Gambling Act 2005
Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

Name of Society:

The above-named Society has authorised the undernoted person to act as the promoter for any lotteries conducted on behalf of the Society.

Yours faithfully,

This letter must be signed below by two persons other than the Promoter of the Lottery.

| | |
|--------------------------|--------------------------|
| <u>NAME:</u> | <u>NAME:</u> |
| <u>SIGNATURE:</u> | <u>SIGNATURE:</u> |
| <u>POSITION:</u> | <u>POSITION:</u> |

NOTE REFERRED TO:-

NAME OF PROMOTER :.....
ADDRESS OF PROMOTER :.....
.....
DATE OF BIRTH OF PROMOTER:.....
CONTACT NUMBER OF PROMOTER: