

ABERDEENSHIRE LICENSING BOARD

Licensing (Scotland) Act 2005 – Section 87

Completion of Refresher Training – Notice to Licensing Board

Please use this form to notify your Local Licensing Board that you have completed the “refresher” training required under section 87 of the Licensing (Scotland) Act 2005. You must complete your training and notify your Licensing Board otherwise your Personal Licence will be revoked.

Guidance Note

Personal Licences are issued for a period of 10 years. However, in terms of Section 87 of the Licensing (Scotland) Act 2005, there is a legal requirement for personal licence holders to undertake refresher training within five years of the date of issue of their personal licence and thereafter, produce evidence of this training to the Board which issued their personal licence not later than three months after the expiry of five years from the date the personal licence was issued: e.g. for those personal licences issued within effect from 1st September 2009, refresher training required to be completed by 31st August 2014 with notification to the Board by 30th November 2014.

Further advice can be found at www.scplh.info

| | |
|--|--|
| Name (as it appears on your personal licence) | |
| Current address: | |
| House Name, | |
| House Number or Flat Number | |
| Street | |
| City/Town/Village | |
| County/Region | |
| Postcode | |
| Date of Birth | |
| Contact Telephone Number | |

| | |
|--|--|
| Personal Licence Number (this can be found on your licence) | |
| Date of issue of Personal Licence | |
| Date of Refresher Training | |

NOTIFICATION OF CHANGE IN NAME OR ADDRESS:

| | |
|---|--|
| Full Name | |
| Current Details | |
| Current address: House Name, House Number or Flat Number | |
| Street | |
| City/Town/Village | |
| County/Region | |
| Postcode | |
| New Details | |
| New Address: House Name, House Number or Flat Number | |
| Street | |
| City/Town/Village | |
| County/Region | |
| Postcode | |
| Change in Contact Telephone Number (where the number has changed) | |

GDPR

The applicant and any other person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

SUBMISSION OF NOTIFICATION:

Please submit this completed form together with:

- A physical or scanned copy of your SCPLH(R) training certificate

To the Clerk at the address shown below.

The Address is:

The Depute Clerk to the Board,
Aberdeenshire Council
Legal & People
Viewmount
Arduthie Road
Stonehaven
AB39 2 DQ

Please note that there is no requirement to return your personal licence to the Licensing Board, unless there has been any change in your name and/or address, in which case you should also submit:

- Your Personal Licence
- 1 Photo

Additional Guidance

If you wish any additional guidance or advice, please contact any of the following Licensing Standards Officers

| LSO | Telephone Number | Email address |
|---------------|-------------------------|--|
| Keith Simpson | 01467 534821 | keith.simpson@aberdeenshire.gov.uk |
| Lisa Godini | 01467 530971 | lisa.godini@aberdeenshire.gov.uk |
| Sarah Ward | 01467 534725 | sarah.ward@aberdeenshire.gov.uk |
| Trevor Lackie | 01467 532826 | Trevor.lackie@aberdeenshire.gov.uk |

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Licensing Board. 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 personal licence
- The determination of your application for a personal licence
- The issue of any Personal Licence Granted
- Inclusion on the Register of Personal Licences available for public inspection
- Ensuring compliance with the terms of your Personal Licence
- The processing of any complaints made in respect of your Personal Licence
- The determination of any complaints made in respect of your Personal Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

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 as part of the online processing of applications for Personal Licences or investigation of complaints/reviews of licences and via the Register of Personal Licences</i> | <ul style="list-style-type: none"> • <i>Licensing Standards Officers</i> • <i>Scottish Government</i> |
|---|---|

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

| |
|-----------------------|
| <i>NOT APPLICABLE</i> |
|-----------------------|

The retention period for the data is:

- | |
|--|
| <ol style="list-style-type: none"> (1) Where an application relates to the grant of a personal licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the date of refusal and thereafter will be destroyed. (2) In all other cases, information relating to personal licences will be retained on the Licensing Register for a period of 5 years from the date the personal licence ceases to have effect and thereafter will be destroyed. |
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The following automated decision-making, including profiling, will be undertaken:

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|----------------|
| Not Applicable |
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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.