

NOTICE OF PROPOSAL TO HOLD A PROCESSION

Important Notice:

As the organiser you should give us at least 28 days' notice of your intention to hold a procession, for large or complex processions we would ask that this is lodged as soon as possible in case this requires further consideration at Committee. If you cannot provide the notice needed, you should contact the person named at the end of this form to apply for an exemption. Exemptions may only be made in exceptional circumstances.

Please read through the application form and Risk Assessment Guidance before completion and:

- Send the completed form to the person named at the end of this form; and
- Keep a copy for yourself.
- We will make sure that we give a copy of your notification to the police.
- Consider completing and submitting the attached risk assessment form with your application.
- You must bring your copy of this form, along with any risk-assessment form you have completed, to any meetings which we may hold in respect of your notification. Meetings will only be held in exceptional circumstances.

Please provide the following details.

Organiser's Details

Name:	
Date and Place of Birth:	
Address (Incl. Postcode):	
Phone Number(s):	
E-mail Address:	

Chief Steward's Details:

Name:	
Date and Place of Birth:	
Address (Incl. Postcode):	
Phone Number(s):	
E-mail Address:	

Procession Details:

Name of organisation:	
Date of procession:	
Start time:	
Reason for procession:	
Proposed route:	
Expected number of participants:	

Please provide details of the arrangements for controlling the event:		
Name of organisation or band:		
Number of stewards attending:		
Number of busses or coaches:		
Names of any bands and the name of the responsible band member for each band who will be present on the day, these individuals must also identify themselves to the Police on the day.	Band:	Name of Band Member:
Please provide us with any extra information which you think may be relevant:		
Please provide details about the return procession (if this applies):		

I declare that the particulars given by me on this form and any accompanying risk assessment form(s) are true and that **the appropriate persons have read the attached privacy notice**, and I hereby make notice to Aberdeenshire Council of the proposed procession detailed above:

Organiser's Signature:	
Date:	

GDPR

The organiser, and, where the organiser is a company, business or other body, any person who has supplied personal information as part of this notice MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

Please Note: The person named above may need to contact you again to arrange a meeting to discuss your notification in more detail.

FOR OFFICIAL USE ONLY		
Date received at Service Point		
Name of Customer Service Advisor		
Signature of Customer Service Advisor		
Submitted at which Service Point?		
Inverurie	Peterhead	Turriff

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at:

Address: 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 and determination of your notice of proposal for the holding of a public procession.
- Inclusion on the register of public procession notices which is available for public inspection.
- Ensuring compliance with any terms of your notice.
- The processing and determination of any complaints made in respect of your notice.
- Information will also be made available to certain parties / organisations on request in relation to public processions.

Your information is:

Being collected by Aberdeenshire Council.

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 Notice of Proposal form, Aberdeenshire Council may not be able to accept your notice as competent meaning that this cannot be processed and therefore will require to be returned to you.

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

<ul style="list-style-type: none">• Police Scotland.• Roads Service.• Some information will also be shared with the public as part of the online processing of public procession notices via the register of public processions.• Information on notices will be made available on request to: Local Councillors, Relevant Committees, MSP's / MP's, Business Associations, Community Councils, Tourist Information and Voluntary Organisations.	<p><i>Where applicable:</i></p> <ul style="list-style-type: none">• Any relevant Council Services.• Scottish Ambulance Service.• Scottish Fire & Rescue Service.• National Parks Authority (where applicable).• Civic Licensing Standards Officers.
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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:

Information in respect of your notice will be retained for a period of five years from the date on which the procession takes place or for a period of five years from the date on which the relevant Committee make an order prohibiting the holding of the procession.

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 Officer (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 far as the legislation permits.