

NORTH AYRSHIRE COUNCIL
SHORT-TERM LET LICENSING
PRIVACY NOTICE

Why are we collecting personal information?

The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 requires that hosts/owners and operators of Short-Term Lets must be licensed. The information that you are asked to provide is required by law to process your application for a License.

What personal information do we require?

The Short-Term Let license process requires the following information to be collected in respect of each person named on the application:

- First Name
- Surname
- Date of Birth
- Place of Birth
- Home Address inc Postcode
- Telephone Number
- Email Address
- Bank details
- Details of any convicted offences, including unspent convictions for those named on the application

What is the lawful basis for processing this information?

North Ayrshire Council is the data controller for the processing of the personal data and is reliant upon:

- Article 6, 1, (c) - processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 9, 2, (g) - processing is necessary for reasons of substantial public interest

The legislation that details the requirement for the processing of personal data is the Civic Government (Scotland) Act 1982 and Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022.

Who is my personal information shared with?

Your information will be shared with:

- Council departments – Housing, Protective Services, Planning, Finance (for processing payments)
- Elected Members - Licensing Committee
- Police Scotland – as a statutory consultee

- Scottish Fire and Rescue Service – as a statutory consultee

Data will be shared with the Scottish Government for statistical and research purposes.

Personal information may also be required to be shared by law with other parties.

If you object to an application for a Short-Term Let License then the personal information you provide will be shared with the Elected Members on the Licensing Committee. Your personal information will be redacted from the copy of the objection which is sent to the applicant.

Is information made available to the public?

Information about specific licence applications is made available to the public via our online register of applications. This information includes:

- Your name
- The address of the accommodation your licence will cover

How long will my personal information be stored for and is it secure?

Personal information will be stored for 3 years from the date the license is revoked, surrendered or refused. Your data will be stored securely on Council systems and only viewed by those who have a lawful requirement to access it.

How do I contact the Council for more details on how my personal information is processed?

Should you have any concerns or questions regarding how your personal information is being processed by North Ayrshire Council, please contact dataprotectionofficer@north-ayrshire.gov.uk