



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

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## APPLICATION FOR PERMISSION TO HOLD A PUBLIC CHARITABLE COLLECTION

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**EACH QUESTION MUST BE ANSWERED - USE BLOCK LETTERS**

1a) Full name of Applicant who must be the Organiser of the collection b) Private address of Applicant. c) Business address, hours and telephone no. of Applicant. d) Date of Birth of Applicant e) Place of Birth of Applicant	
2. Particulars of charitable purpose to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed).	
3. Over what parts of the Licensing area is it proposed that the collection should extend?	
4. During what period of the year is it proposed that the collection should be made?	
5. Do you propose to hold: a) Street Collection b) House to House Collection	
6. Approximately how many persons is it proposed to authorise to act as collectors in the area of the Licensing Authority to which the application is addressed? How will they be identifiable?	
7. Is it proposed that remuneration should be paid out of the proceeds of the collection –  a) to collectors? b) to other persons?  If so, what rates and to what classes of persons?	

When completed post to Licensing Team, East Dunbartonshire Council, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch G66 1TF **OR** deliver in person to Kirkintilloch Hub, William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD, Bearsden Hub, Brookwood Library, 166 Drymen Road, Bearsden, G61 3RJ, Bishopbriggs Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs G64 2LX.

<p>8. Has the Applicant or, to the knowledge of the Applicant, anyone associated with the promotion of the collection been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars including name of Licensing Authority and date of refusal or revocation.</p>	
<p>9. Has the Applicant been convicted of any crime or offence?  Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. <u>NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.</u></p>	<p>YES / NO</p>

**I have read and understand the requirements of the section relating to previous convictions.**

**I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for**

Signature \_\_\_\_\_ (Applicant)

Date \_\_\_\_\_

**A copy of your organisation's latest accounts should be returned with this application**

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## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant of a Public Charitable Collection Permit.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises. The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to Public Charitable Collection Permits.
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently regulate any person who organises a Public Charitable Collection
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Public Charitable Collection Permit will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here <http://www.scottisharchives.org.uk/scars>

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

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**Right to erasure**

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

**Right to restrict processing**

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

**Right to Object**

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

<https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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