

## NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION

**Important notice** - As the Organiser of your event you are required to give at least 28 days' notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact the person named at the end of this form to apply for an exemption. An exemption can only be made in exceptional circumstances.

You should read the attached code of conduct and fill in all sections of the form and:

- Send it to the person named at the bottom of this form; and
- Keep a copy for yourself.
- You may be asked to fill in and return a risk-assessment form with this notification form. You will be informed if this is necessary.
- You must bring your copy of this form, along with any risk-assessment form which you may need to complete, to any meeting that may be held to discuss your notification in more detail.

Please provide the following details.

### Your contact details

|                        |                  |
|------------------------|------------------|
| <b>Name:</b>           |                  |
| <b>Address:</b>        | <b>Post Code</b> |
| <b>Telephone No.:</b>  |                  |
| <b>E-mail address:</b> |                  |

### Chief Steward's contact details

|                        |                  |
|------------------------|------------------|
| <b>Name:</b>           |                  |
| <b>Address:</b>        | <b>Post Code</b> |
| <b>Telephone No.:</b>  |                  |
| <b>E-mail address:</b> |                  |

Name of Organisation : .....

Reason for procession: .....

Day and Date of procession: .....

Assembly Point ..... Assembly Time ..... Start Time .....

Proposed route/dispersal point: .....

.....

Return route to include assembly time, start time and dispersal point (if applicable):

.....

Number of people expected to take part: .....

Please provide details of the arrangements for controlling the event:

.....

.....

(Please continue on a separate sheet, if necessary)

Number of stewards attending: ..... Number of buses or coaches: .....

Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band member must be present on the day and must identify themselves to the police.

Name of bands: Band A: .....

Band B: .....

Band C: .....

Name, address and telephone number of responsible band member for:

Band A: .....

Band B: .....

Band C: .....

(Please fill in on a separate sheet, if necessary)

Please provide any extra information about the procession which you think may be relevant (reasons why it is not possible for this procession to be combined with other similar ones).

.....

**I, the organiser, have read the Code of Conduct attached to this letter I am aware of my responsibilities and agree to comply with its standard conditions.**

**It may be necessary for a member of the Customer Services Team to contact you to arrange a meeting to discuss your notification in more detail.**

**Your signature:** ..... **Date:** .....

### Privacy Notice

When completed post or deliver in to Kirkintilloch Community Hub, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD, Bearsden Community Hub, 69 Drymen Road, Bearsden, G61 3RJ, Bishopbriggs Community Hub, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Lennoxtown Community Hub, Main Street, Lennoxtown, G66 7JJ

The personal information you provide will be used by East Dunbartonshire Council to process and determine the Notification to Hold a Public Procession.

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) Act 1982 (licensing functions in relation to Notification to Hold a Public Procession)
  - 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 licence a Public Procession
  - 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 Procession will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 (**Section 62 & 63**) and the **Police, Public Order and Criminal Justice (Scotland) Act 2006 (Sections 70, 71 & 72)**.

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 3 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>

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### **Right to rectification**

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

### **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 sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

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

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