

Description of premises (including number of rooms, arrangements for cleansing of premises, fittings and equipment, sterilisation of instruments, and for disposal of waste and sharps).

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.....

Previous registration (Have you previously been registered to run this type of business by another Local Authority? If so which one?)

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Convictions

Have you ever been convicted of any offence under the Local Government (Miscellaneous Provisions) Act 1982 Section 15? If so please give details

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Are you a member of a Trade Association or Governing Body Membership?

.....

Do you have Professional qualifications?

.....

.....

Signature of applicant: **Date:**

This form should be completed and returned to:-

Rushmoor Borough Council
Health and Safety Team
Operational Services
Council Offices, Farnborough Rd
Farnborough, Hants. GU14 7JU
Telephone: (01252) 398177

Privacy Notice V1.0 May 2018

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398177, via email to healthandsafety@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your registration to carry out the practice of acupuncture, tattooing, ear piercing or electrolysis. The law allows us to use your personal information in this way to carry out our responsibilities under the Local Government (Miscellaneous Provisions) Act 1982 as one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Building Control and Business Rates in order to carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you. We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the Health & Safety Executive, other Local Authority Health & Safety departments, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website. We need your personal information, some of which may be sensitive, to support the processing of your application. It is necessary for us to process this information to determine your application appropriately as this is in the public interest. We have responsibilities in law to do this as one of the Council's public tasks.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO). You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities in law. If you carry out the practice of acupuncture, tattooing, ear piercing or electrolysis in the Borough and you are not registered, you may be committing an offence under Part VIII Local Government (Miscellaneous Provisions) Act 1982.