



## NOTICE UNDER SECTION 62 OF THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 OF A PROPOSED PROCESSION IN PUBLIC

Note: In terms of Section 62(2) of the Civic Government (Scotland) Act 1982, the minimum notice that you are required to give of your intention to hold a public procession is 28 days. Organisers should always endeavour to give further notice where possible. If you cannot meet the minimum notice period, the Council may waive such requirement, but only in exceptional circumstances and following consultation with the Chief Constable.

You should read the [Good Practice Guide](#) and [Guidance](#) on Public Processions and fill in all sections of this form. You must also complete and return a risk assessment form.

### Please complete and sign this form

- (1) Send the original to Licensing Team [licensing@aberdeencity.gov.uk](mailto:licensing@aberdeencity.gov.uk)
- (2) Keep a copy for yourself.

We will make sure that we give a copy of your notification to the police.

Please complete the following details:

Organiser:	
Name	
Address	
Postcode	
Tel No.	
Mobile No.	
E-mail Address	

(Please provide these details as this will enable us to contact you as soon as possible)

Organisation	
Date and Time of Procession	
Reason for Procession	
Proposed Route (Please attached plan if available)	
Estimated Number of Participants	
Estimated Number of Vehicles	
Arrangements for Controlling Procession	
Number of Stewards	
Number of Buses/Coaches	
Name of any Band(s) Participating	

Please list the processions in which you have acted as organiser over the last three years	
Date of Procession	Organisation

I declare that the particulars given by me on this form are true, the appropriate persons have read the attached privacy notice.

Signature	
Date	

## **Your data: notification of public processions**

### **How we use your data**

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your notice of a proposal to hold a public procession.

In processing and considering your proposal, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee when they require to determine your proposal.

If your proposal requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your proposal. In order to publish the agenda for the meeting the relevant information provided in your notice is uploaded to an electronic committee management system.

We are required to compile, maintain, and make available to the public, free of charge, a list containing information about: -

- processions which have been held in our area; and
- proposed processions which we have prohibited.

Details of known forthcoming public processions will be placed on the Council's website at [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law, which may include HMRC.

### **How long we keep your information for**

If your proposal to hold a procession is granted, the notification form, and any related documents will be retained by the Council's Licensing Team for a period of three years, from the date this permission expires. If your proposal is withdrawn or refused, the notification form and any related documents will be retained for a period of three years from the date of withdrawal or refusal.

In the event your proposal is considered by the Licensing Committee, the Committee Meeting Agenda, Minutes and accompanying papers including limited details of your proposal, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your proposal confidential and considered it in private, the minute which is published will be anonymised.

## **Your rights**

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have](#), as well as contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

### **Our legal basis**

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your notification of a public procession is Article 6(e), Article 9(g), and Article 10 of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Part 5, Section 62 and 63 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.