Entertainment Licence / Working Children Permits

Why we need your information

We need your information to administer the application process for entertainment licenses and working children permits.

Why you have to provide your information

If you do not provide us with your personal information, we will be unable to administer the application process.

How we collect information about you

We collect information about you on a paper or online form, by telephone, email, by a member of our staff, or one of our partners

How we manage your information

Your personal data will be held and managed securely on Council systems.

Who your information is shared with

The Council may share your information with the following third party organisations so that we can deliver our services in line with Government Regulations.

- Scottish Government
- Local authority where the child is performing outside City of Edinburgh Councils area (entertainment licence)
- The parent and designated chaperone (entertainment licence)
- The school of the child (entertainment licence and working child permits)
- Police Authorities
- Child Protection Agency
- Production Companies (applicants of licence)
- The child's employer (Working Children Permits)

How long we keep your information for

We will not keep your personal for any longer than is necessary, and will dispose of your records in a secure way. In relation to this activity, we hold your personal data for no longer than necessary and in line with the Council's Record Retention Schedule.

Your rights

You have certain rights under data protection law about how the Council handles and uses your personal data. For example, you have the right to ask us for a copy of any personal data we hold about you. Further information on your rights can be found here.

If you have any concerns about how we process your personal data, you can make a complaint to the Council's Data Protection Officer at: dataprotection.officer@edinburgh.gov.uk

For general information on how we process your personal data, please contact the Council's Information Governance Unit at: information.compliance'edinburgh.gov.uk

You can also contact the UK Information Commissioner's Office for independent advice. They are the body which is responsible for making sure organisations process personal data lawfully and appropriately.

The legal basis for processing your information

The City of Edinburgh Council is the Data Controller for any information we hold about you. Under data protection law, wherever the Council processes personal data, we need to make sure that we have a legal basis for doing so. In relation to this activity, we are processing your personal data in line with our legal obligations and our public task.