**Aberdeenshire Licensing Boards**

*Personal Declaration Form For Completion By A Person Who Is Or Will Be Connected With A Lottery Promoted On Behalf of A Society Registered With The Board*  
*(to be used only where total proceeds do not exceed £250,000)*

**Notes:**

i. Under Schedule 11 to the Gambling Act 2005 the Board may refuse or revoke the registration of a society lottery scheme, if any person connected with a relevant lottery has been convicted of an offence involving fraud or dishonesty, or one of a number of other specified offences. In pursuance of these provisions, the Board will seek from the Police details of any relevant convictions recorded against the person completing this declaration.

ii. All relevant convictions should be declared on this form in full. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, spent convictions, as defined in the Rehabilitation of Offenders Act 1974 must be disclosed.

<table>
<thead>
<tr>
<th>(1) Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| (2) Former Names:       |
| (if different from 1.)  |
|                         |

| a.                      |
|                         |

| b.                      |
|                         |

| (3) Full Address:       |
|                         |

|                         |

| Postcode:               |
|                         |

| (4) Date and place of birth: |
| Date: Place:               |
|                             |
(b) Nationality: 

(5) Have you ever been convicted of an offence?

Please tick one box

YES [ ] NO [ ]

Note: “offence” means any offence. For ease of reference offences set out in the Lotteries and Amusements Act 1976 are set out or summarised on the attached sheet.

If the answer to question 5 is yes, please give details below:

All findings of guilt, including juvenile findings of guilt, must be declared, however long ago the offences occurred and whether or not they have previously been declared to the Board.

<table>
<thead>
<tr>
<th>Court and Date</th>
<th>Offence and Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(6) Have you any reason to believe that a prosecution against you, in connection with any offence(s) listed in question 5, might be pending?

Please tick one box

YES [ ] NO [ ]

If yes, please give full details below

(7) Have you ever been associated with another Board registered society or Board registered lottery scheme?

If yes, please give full details below, including (if known) Board Reference Number:


Are you employed by the Society as an external lottery manager

Please tick one box

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If ‘yes’ please submit a copy of your Lottery Operator’s Licence issued by the Gambling Commission. The Board may check the details of your licence with the Gambling Commission.

DECLARATION

(You are reminded that it is an offence under Section 342 the Gambling Act 2005 for any person knowingly or recklessly to give the Board any information which is false in a material particular).

I certify that, to the best of my knowledge and belief, the information I have given in this declaration is correct.

I declare that I am representing a bona fide, non-commercial society

Signature: Date:
PRIVACY NOTICE

The Data Controller of the information being collected is the North, Central and South Aberdeenshire Divisional Licensing Boards. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:
- The processing of your application for a Non-Commercial Society Lottery Registration
- The determination of your application for a Non-Commercial Society Lottery Registration
- The issue of any Non-Commercial Society Lottery Registration Granted
- Inclusion on the Register of Non-Commercial Society Lottery Registrations available for public inspection
- Ensuring compliance with the terms of your Non-Commercial Society Lottery Registration
- The processing of any complaints made in respect of your Non-Commercial Society Lottery Registration
- The determination of any complaints made in respect of your Non-Commercial Society Lottery Registration

Your information is:

<table>
<thead>
<tr>
<th>Personal Data</th>
<th>Special categories of personal data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent</td>
<td>The data subject has given explicit consent to the processing</td>
</tr>
<tr>
<td>Performance of a Contract</td>
<td>Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law</td>
</tr>
<tr>
<td>Legal Obligations</td>
<td>X</td>
</tr>
<tr>
<td>Vital Interests</td>
<td>Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent</td>
</tr>
<tr>
<td>Task carried out in the Public Interest</td>
<td>Processing relates to personal data which are made public by the data subject</td>
</tr>
</tbody>
</table>
Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

<table>
<thead>
<tr>
<th>Legitimate Interests</th>
<th>Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Processing is necessary for reasons of substantial public interest</td>
</tr>
<tr>
<td></td>
<td>Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems</td>
</tr>
<tr>
<td></td>
<td>Processing is necessary for reasons of public interest in the area of public health</td>
</tr>
<tr>
<td></td>
<td>Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes</td>
</tr>
</tbody>
</table>

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- Police Scotland
- Some information will also be shared with the Public via the Register of Non-Commercial Society Lottery Registration
- The Gambling Commission
- Licensing Standards Officers

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE
The retention period for the data is:

(1) Where an application for the grant of a licence, permit or registration is **refused** by the Board, information relating to that application will be retained for a period of 5 years from the date of refusal and thereafter will be destroyed.

(2) In any other case, information relating to a licence, permit of registration will be retained for a period of 5 years from the date the licence, permit or registration **ceases to have effect** and thereafter will be destroyed.

The following automated decision-making, including profiling, will be undertaken:

- Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I confirm that I have read and understood the Privacy Notice

I understand that I have the right to withdraw this consent at any time by contacting licapps@aberdeenshire.gov.uk

__________________________  __________  ____________________________
Promoter  Date  Signature

__________________________  __________  ____________________________
Name (person 1)  Date  Signature

__________________________  __________  ____________________________
Name (person 2)  Date  Signature
Date:

Dear Sir/Madam,

Gambling Act 2005
Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

Name of Society: ........................................................................................................................................

The above-named Society has authorised the undernoted person to act as the promoter for any lotteries conducted on behalf of the Society.

Yours faithfully,

This letter must be signed below by two persons other than the Promoter of the Lottery.

NAME:.................................................. NAME:..................................................

SIGNATURE:...................................................................................................................... SIGNATURE:......................................................................................................................

POSITION:.................................................. POSITION:..................................................

NOTE REFERRED TO:-

NAME OF PROMOTER:..................................................
ADDRESS OF PROMOTER:..................................................
........................................................................................................................................
DATE OF BIRTH OF PROMOTER:..................................
CONTACT NUMBER OF PROMOTER:..................................................