



Gambling Act 2005 Privacy Notice

Document Control	
Document title	Gambling Act 2005 Privacy Notice
Purpose	
Author	
Date of publication	
Owner/responsibility	Joanne Brockley
Distribution	LanConsent/Other
Version	Date Comments
1.0	
2.0	September 2023 – updates to format

This Privacy Notice was last updated in September 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Gambling Act 2005 Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/gambling-act-2005-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for the **Gambling Act 2003**.

The Licensing Team are responsible for the processing of applications and payments for the following authorisations. They are also responsible for ensuring holders of these authorisations remain compliant with the relevant legislation and any associated conditions.

- Club Gaming Permits / Club Machine Permits
- Gaming Machine Notifications
- Licenced Premises Gaming Machine Permits
- Occasional Use Notices
- Premises Licences
- Prize Gaming Permits
- Small Society Lottery
- Temporary Use Notices
- Unlicenced Family Entertainment Centres Gaming Machine Permits

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as the Licensing Team we may process personal information such as:

- Name
- Title
- Address
- Telephone number
- Personal email address
- Date of birth
- Gender
- Payment information

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences), criminal proceedings / investigations, outcomes and sentences.



3. HOW WE USE PERSONAL INFORMATION

The main purposes for which we may process your personal information are:

- The processing of licensing applications (including inspections)
- The processing of payments in relation to licensing functions
- To investigate relevant complaints or enquiries
- To carry out pro-active enforcement activities to ensure compliance
- To allow us to communicate and provide relevant information in relation to licensing changes
- To keep a public register in relation to the authorisations which we have issued.
- For the prevention and / or detection of fraud and / or crime
- To fulfil a legal obligation

4. LEGAL BASIS FOR PROCESSING

- Legal obligation – where we are required by statute to process your personal information

If we intend to use your information beyond legal obligations or to exercise specific rights. We will seek your consent to process your information and full guidance will be provided.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice, we may share your information:

- Internal Council Departments
- Greater Manchester Police
- Gambling Commission
- Responsible Authorities (as defined by the Gambling Act 2005)
- Licensing Sub-Committee
- Other Local Authorities
- HM Revenue and Customs
- Other organisations, where the disclosure is necessary for the purposes of the prevention and / or detection of crime

Please note that this is not an exhaustive list.

We also collect or receive information from external parties such as:

- Internal Council Departments
- Elected Members
- Greater Manchester Police

- Gambling Commission
- Responsible Authorities (as defined by the Gambling Act 2005)
- Interested Parties (as defined by the Gambling Act 2005)
- Licensing Sub-Committee
- Other Local Authorities
- HM Revenue and Customs



Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).