

## Local Government (Miscellaneous Provisions) Act 1982

Application for Registration to carry out the practice of [acupuncture\*], business of [tattooing\*], [cosmetic piercing\*], [electrolysis\*], and / or [semi-permanent skin-colouring\*]

To: Business Compliance Team  
 Legal, Democratic & Regulatory Services  
 St Albans City and District Council  
 Civic Centre  
 St. Peters Street  
 St. Albans  
 Hertfordshire AL1 3JE  
 Tel: 01727 819406  
 Fax: 01727 819433

I / WE HEREBY MAKE APPLICATION under the provisions of the above Act for registration to carry out the practice of [acupuncture\*], business of [tattooing\*] [cosmetic piercing\*], [electrolysis\*], [semi-permanent skin-colouring\*] at the premises detailed below:

### PARTICULARS OF PERSON REGISTERING

<b>Name of Applicant</b> (in full)	
<b>Registering Applicant Details</b>  <i>Address of applicant and telephone number (i.e. place of residence or, in the case of a company or firm, the registered or principal office)</i>	<b>Tel No.</b>
<b>Premises Details</b>  <i>Name, address and telephone number of the premises required to be registered at</i>	<b>Tel No.</b>

*General information required overleaf*

\* delete accordingly

<b>General Information - Qualifications</b>  <i>Name of qualification</i>  <i>Date obtained</i>  <i>Name of educational establishment</i> <i>(Please provide copies of certificates)</i>	
<b>General Information</b>  <i>Have you previously been registered in this respect in any other district? If so, which?</i>	Yes / No*  District:
<b>General Information</b>  <i>Have you ever been convicted of any offence under section **** of the Act? If yes, give details and date of conviction.</i>	Yes / No*  Details:

**Privacy Notice**

The privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form.

Please read the privacy notice for more details.

I / we\* certify to the best of my / our\* knowledge and belief the above particulars are true

Signed: .....

[On behalf of\*]: .....

Date: .....

# FEES: £173.00 PER PERSON REGISTERING

## IMPORTANT

- Please enclose a passport photos for your certificate
- Please enclose copies of the relevant qualification certificates

*\* delete accordingly*

### Privacy Notice for special treatment applications

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

#### What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of your application to register to carry out special treatments such as acupuncture, business of tattooing, cosmetic piercing, electrolysis, and/ or semi-permanent skincolouring (known as special treatments).

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2). If you're providing us with criminal conviction personal information we will be processing this under Art.10.

#### How will we use the information about you?

We use the information to process your special treatments application and regulate you/your premises. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean the police, internal Audit or similar agency, or another council for the purposes of preventing and detecting fraud where sharing your data is necessary to deal with your matter.

We will ensure that all personal information is kept securely.

#### How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

#### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month.

Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

#### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better.

For further information on how we use these and how you can control it, please visit

<http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

[http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18\\_tcm15-63804.pdf](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf). We review this policy annually.

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.