



West Yorkshire
Fire & Rescue Service

Privacy Notice (How we use your information)

Explosives Licensing



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Introduction

West Yorkshire Fire and Rescue Service (WYFRS) is committed to protecting your personal data and privacy. We recognise that ensuring the accuracy and security of your personal data is essential to retaining your confidence and trust. The information you provide to us will only be used for the purposes for which you provide it and will never be used for third-party marketing.

The categories of information that we collect, process, hold, and share include:

- Personal information (such as name, address, contact details, date of birth, place of birth, National Insurance Number, tenancy agreement where necessary).
- The name and address of your business and/or intended explosives store.
- Details of any criminal convictions.

Why do we collect and hold this information

We use this personal data to:

- carry out our statutory duties under the Explosives Regulations 2014 and the Fireworks Regulations 2004;
- Share information with the Police to check for criminal convictions to determine whether you are considered a fit and proper person to be granted an explosives licence;
- Decide upon the outcome of your application.
- Maintain appropriate records for the duration of any licence or appeal.

The lawful basis on which we use this information

We collect and process information about you under Article 6 (c), legal obligation, and also under Schedule 1(2)(6), statutory and government purposes, for criminal conviction data.

Our further condition for processing your criminal record data is Article 9(2)(a):

“The data subject has given explicit consent to the processing of those personal data for one or more specified purposes”.

Storing this information

We will hold the information about you securely on our database for no longer than reasonably necessary. This will be in line with our retention schedule, and where an application is successful, we will hold your information for the period the licence is valid plus 10 years.

If the application is unsuccessful, we will hold the information for six months to allow for any representations or appeals of our decision.

Any details received from the Police check will be held on our secure system for a period of up to six months after being processed. this applies to all applications, including those that are successful and unsuccessful.

Who do we share this information with

We routinely share this information with:

- West Yorkshire Police
- Kirklees Council

Why do we share this information

We share information with West Yorkshire Police on a statutory basis, in our role as Local Licensing authority, as defined in the Explosives Regulations 2014 and Fireworks Regulations 2004, which allows customers to apply for a licence to store and supply explosive articles at a site detailed in the application.

Kirklees Council serves as the data processor for WYFRS by hosting the application form. Access to the data is restricted to the West Yorkshire Fire and Rescue Service and a limited number of Kirklees Council IT staff, who are responsible for the design and maintenance of the e-form on the Granicus platform.

Information held by WYFRS may be disclosed for a statutory, or other legal obligation placed upon WYFRS, this includes our requirements for disclosure under the Freedom of Information Act 2000, the Explosives Regulations 2014 or the Fireworks Regulations 2004 or with partners where the sharing of safety critical information is needed to ensure the safety of relevant persons. We will ensure the confidentiality of commercially sensitive and protective security information available to us, such as premises plans and drawings, unless we are required by law to disclose it.

We do not share personal information about you with anyone else without your consent unless the law and our policies allow us to do so.

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data be erased if there is no longer a justification for it
- ask that the processing of your personal data be restricted in certain circumstances

If you have any of these requests, please contact our Information Governance Team on 01274 682311 or email us directly at information@westyorkshire.gov.uk.

Further information

If you would like further information about how we manage your data, please visit [Your information \(privacy notice\) | West Yorkshire Fire and Rescue Service \(westyorkshire.gov.uk\)](#)

If you would like further information about this privacy notice, please email: fire.safety@westyorkshire.gov.uk

If you have any concerns or questions about how your personal data is handled, please contact our Data Protection Officer: -

Martin McCarthy
West Yorkshire Fire and Rescue Service Headquarters,
Bradford Road,
Birkenshaw,
West Yorkshire,
BD11 2DY

01274 682311
martin.mccarthy@westyorkshire.gov.uk

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data. You can contact the ICO via the [contact us](#) page on their website, or by telephoning 0303 123 1113.

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