

## West Yorkshire Fire and Rescue Service Privacy Notice Explosives Licensing

### **How we value service users data and how we keep the data safe:**

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 that you provide it and will never be used for third party marketing.

### **The Purpose of Data Collection:**

We need your information to carry out our statutory duties under the Explosives Regulations 2014 and the Fireworks Regulations 2004, therefore complying with a legal obligation.

The West Yorkshire Fire & Rescue Authority are the 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.

The personal details contained on the application form are kept on our Premises Risk Database system for a minimum period of time, which is while ever the licence is still valid and or until we receive updated information.

The licence issued may contain personal details, if that person is applying for a licence as an individual i.e. a sole trader. The licence and certain details namely conditions of the licence are required under legislation to be kept on a register which is kept within the Authority's Premises Risk Database system.

### **The Lawful Basis for the processing is:**

Public Task     
  Legal Obligation     
  Contract     
  Consent

### **Data Subject rights:**

Rectification     
  Erasure     
  Restrict Processing     
  Data Portability  
 Object     
  Automated Decision     
  Right to withdraw consent     
  Right to access

### **Who will have access to the information?**

Your information will be stored securely on our internal system and will be used by appropriate authorised staff that require it to undertake their role.

Information held by WYFRS may be disclosed pursuant to a statutory, or other legal obligation placed upon WYFRS, this includes our requirements for disclosure under the Freedom of Information of 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 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.

### **How long will you keep hold of my information?**

The details are kept until no longer required for audit purposes. (This will be a minimum of where the licence is still valid as required under legislation).

**ICO contact Details:**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

**Name and Contact of Data Protection Officer:**

Data Protection Officer - Ian Brandwood,

West Yorkshire Fire and Rescue Service

Oakroyd Hall, Birkenshaw, West Yorkshire

BD11 2DY

Contact By Telephone: 01274 682311 Ext: 671190