

West Yorkshire Fire and Rescue Service Privacy Notice Petroleum Certification

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 Petroleum (Consolidation) Regulations 2014, therefore complying with a legal obligation.

West Yorkshire Fire & Rescue Authority are the Petroleum Enforcement Authority as defined in the Petroleum (Consolidation) Regulations 2014 which allows site operators to apply for a Petroleum Storage Certificate for the storage and dispensing of petroleum-spirit into motor vehicles.

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 certificate/details for the premises are still valid.

The certificate issued may contain personal details where the applicant is a person applying for a certificate as an individual i.e. a sole trader. The certificate 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 Petroleum (Consolidation) Regulations 2014 or with partners where the sharing of safety critical information is 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 relevant for the premises and or we receive updated information. Although historical information about the petrol tanks are required to be kept under other 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