

West Yorkshire Fire and Rescue Service Privacy Notice The Licensing Act 2003

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 Licensing Act 2003 and the Regulatory Reform (Fire Safety) Order 2005, therefore complying with a legal obligation.

The Licensing Act 2003 transferred responsibility for the licensing of premises such as pubs, nightclubs, off licences and restaurants that sell or supply alcohol away from the magistrates' court to the local councils. The old legislation about public entertainment, theatres, cinemas and late night refreshment licensing has also been replaced under the Act – all these activities are now covered by the new regime.

This Act covers licensable activities within the five districts of West Yorkshire. These are:

- The sale of alcohol
- The supply of alcohol by or on behalf of a club, or to the order of a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment

The West Yorkshire Fire & Rescue Authority (WYFRA) is known under the Licensing Act as a 'responsible authority'. All applicants are required to give a copy of the application, including the accompanying documentation, to the 'responsible authorities' on the same day as the application is given to the relevant licensing authority.

Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. The following information taken from the application form is recorded in our Premises Risk Database

- Address of the licenced premises
- Name and address of the applicant (if different from the address given above)

We use this information should we need to contact the premises or write to the Applicant.

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?

Fire Protection Audits

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.

Under the Fire Safety Order where we have a statutory duty to share information with other enforcing authorities we may do so.

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 or the Environmental 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 access codes, 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 or superseded by a further application.

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 (Corporate Services Team)