

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Licensing of the Storage of Explosives (Leicestershire Trading Standards Service)

What Information do we need from you?

We need to know the following about you: name, address, email, mobile number, land line telephone number and National Insurance number (if not trading as a limited company), convictions of various types

Why do we need this?

We need this information so that we may process your licence application. In order to achieve this we need to confirm your identity and keep full contact details on record (for correspondence and in case of any emergency, such as fire or explosion).

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: Leicestershire Fire and Rescue Service (name and address details only)

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires.

- For this service that would normally be the duration of the period for which you hold an Explosives Storage Licence plus 6 years

What if something changes?

If the information you provided changes or your circumstances change, please contact Leicestershire Trading Standards Service on 0116 305 8000 or at tradingstandards@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.