

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 Petroleum Spirit (Leicestershire Trading Standards Service)

What Information do we need from you?

We need to know the following: the name of the keeper of the petroleum, the address of the site where the petroleum will be stored, the registered office address if the applicant is a ltd company, the name of the main contact at the address where the petroleum will be stored, their email address, mobile number, and land line telephone number

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 under The Petroleum (Consolidation) Regulations 2014 as the lawful condition for us to do this.

No sensitive data will be processed as part of this service.

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. In relation to applications for certificates to store petroleum spirit this will be kept indefinitely.

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.