



## **PRIVACY POLICY**

### **REGULATED PERSONS**

Please read this policy carefully as it sets out how LBRO will use personal information submitted on this Application Form by representatives from the Regulated Person (referred to as “you”). If you have any questions about this policy or do not agree with it, please e-mail [pa@lbpro.org.uk](mailto:pa@lbpro.org.uk) before signing this Application Form. Your signature indicates acceptance of this policy. For Regulated Persons who are sole traders, your signature gives consent to use of your personal information, including information relating to enforcement action, in accordance with this policy. Further policies may apply to information disclosed through the partnership between the Local Authority and Regulated Person to which LBRO is not a party.

LBRO may change this policy from time to time and will notify you of any changes. For Regulated Persons who are sole traders LBRO may require your consent to these changes where they relate to use of your sensitive personal information. This policy is available to view at [www.lbpro.org.uk](http://www.lbpro.org.uk) and any changes will be made to that copy of the policy. Your continued participation in the Primary Authority partnership will indicate your acceptance of any changes of which you are notified.

#### **Use of personal information**

LBRO requires certain personal data from you to enable it to establish and administer the Primary Authority partnership for which you are applying. Where the Regulated Person is a sole trader information relating to that business may also be the personal data of the Regulated Person. Your data will be stored by LBRO for the duration of the Primary Authority partnership and will only be deleted if the Primary Authority partnership you have formed is terminated.

LBRO may retain your information after termination of the partnership if it is required to do so by law, in accordance with its own internal record-keeping policies or if enforcement action is outstanding.

LBRO will record your personal data on its own systems and some of the personal data may be shared on the database created by LBRO which is accessible, via a password, to all other local authorities in the UK to achieve the LBRO’s aim of facilitating the sharing of information between local authorities for the benefit of Regulated Persons and to facilitate the operation of the Primary Authority scheme (the “Database”). Regulated Persons are able to register as a user of the Database by contacting LBRO by e-mail at [pa@lbpro.org.uk](mailto:pa@lbpro.org.uk). If you register as a user of the Database LBRO will periodically use your personal data to send you useful information and updates about Primary Authority.

Your personal data will not be shared with any other persons other than as set out above and other than with IT service providers who are contracted to the LBRO to assist in the administration of the Database. Your personal data will not be transferred outside of the European Economic Area. However, in some

circumstances LBRO may have to disclose your personal information by law or because a court or the police or other law enforcement agency has asked for it.

### **Sensitive personal information**

Note that this section applies to Regulated Persons who are sole traders only.

From time to time, information relating to alleged breaches of the law by or enforcement action against the Regulated Person which is accessible on the Database to the Primary Authority and the local authority which is taking, or about to take, enforcement action, may also be accessed and recorded by LBRO where it is required to make a determination.

### **Security**

LBRO is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected.

### **Access to personal information**

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email [enquiries@lbro.org.uk](mailto:enquiries@lbro.org.uk) or write to the Local Better Regulation Office at The Axis, 10 Holliday Street, Birmingham B1 1TG.

If you think any information held about you is incorrect or incomplete, please write or e-mail as soon as possible so that the information can be corrected or updated.

