



PRIVACY POLICY

LOCAL AUTHORITIES

Please read this policy carefully as it sets out how LBRO will use the personal information submitted by you or a User Administrator at your Local Authority (referred to as “you”) in connection with the Primary Authority scheme and the Primary Authority Database (the “Database”). The Database has been created by LBRO and is accessible, via a password, to all other local authorities in the UK to achieve LBRO’s aim of facilitating the sharing of information between local authorities for the purposes of Primary Authority.

If you have any questions about this policy or do not agree with it, please e-mail pa@lbpro.org.uk before agreeing to the Primary Authority, Database Use Terms and Conditions (the “Terms and Conditions”). Agreeing to the Terms and Conditions indicates your acceptance of 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. This policy is available to view at www.lbpro.org.uk and any changes will be made to that copy of the policy. Your continued use of the Database 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 the Database to operate effectively and to facilitate LBRO’s administration of the Primary Authority scheme. Your data will be stored by LBRO whilst the Database continues to operate and will only be deleted if you cease to be a user of the Database and you notify LBRO accordingly, or the Database ceases to operate.

LBRO may retain your information after you cease to be user or after the Database ceases to operate 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 which has been created to achieve 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. 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.

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 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.

