

Privacy notice

Apply for an import licence or export certificate

It is important that you read this privacy notice, so that you are aware of how and why we are using your data.

The Department for Business and Trade (DBT) is committed to protecting the privacy and security of your data. This notice describes how we collect and use your data in accordance with Data Protection legislation (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

Personal data we collect

Personal data will be processed when you access apply for an import licence or export certificate. This personal data includes:

- full name
- date of birth
- job title
- email address
- phone number.

All personal data is handled under the Government Security Classification Policy for Official Data and non-personal data may be retained according to the Public Records Act 1958.

Why we need your personal data

The data you provide will be processed by DBT to:

- enable individuals to create and register an account or create an account on behalf of a business to use the service
- assess applications and issue import licences for:
 - firearms
 - torture equipment of historical significance for public display in a museum
 - anti-personnel mines
 - goods subject to import sanctions
- assess applications and issue certificates of:
 - Free Sale
 - Good Manufacturing Practice
 - Manufacture.

The law and your personal data

We will process your personal data to:

- perform our public task and for the exercise of our functions as a government department;

- comply with the necessary legal or regulatory obligation to process the licence application.

How we share your personal data

The personal data collected will be shared with the following organisations for the purposes detailed above:

- other government departments, agencies and public bodies
- law enforcement agencies and UK proof houses.

An aggregated analysis of data collected may also be shared with the following for audit purposes:

- Information Commissioner's Office (ICO)
- Government Internal Audit Agency (GIAA)
- National Audit Office (NAO).

We will also share your personal data if we are required to do so by law or regulation, for example, by court order, or to prevent fraud or other crime.

Where we will not share your data

We will not:

- sell or rent your personal data to third parties
- share your personal data with third parties not detailed in this notice unless legally obliged to do so.

How long we keep your personal data

We will only retain your personal data:

- for as long as it is required to fulfil the purpose for which we collected it
- in accordance with the applicable legislation governing the issuance of the licence certificate.

Personal data that is no longer required will be securely destroyed or deleted in accordance with DBT's retention and disposal policy.

How we protect your personal data and keep it secure

We are committed to doing all that we can to keep your personal data secure.

We have set up systems and processes to prevent unauthorised access or disclosure of your personal data.

We protect your personal data by:

- using password protection
- limiting staff access to specifically security cleared individuals
- ensuring any third parties we deal with keep all personal data they process on our behalf secure and in line with UK GDPR and the Data Protection Act 2018.

Accuracy

We take all reasonable steps to keep your personal data in our possession:

- accurate
- complete
- current
- based on the most recent information available to us.

We rely on you to help us keep your personal data accurate by notifying us of any changes to your personal data.

Rights of individuals

To request access to personal data that we hold about you, you should submit your request to the e-mail address or postal address provided below.

You have the right to:

- access your personal data
- rectify your personal data
- erase your personal data from our systems, unless we have legitimate interest reasons for continuing to process the information
- data portability
- restrict processing of your personal data
- object to the processing of your personal data.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice if we make any substantial updates.

DBT is registered as a Data Controller under the UK GDPR and Data Protection Act 2018.

Confidentiality

If you want the information you provide to be treated as confidential, please be aware that, in accordance with the Freedom of Information Act 2000 (FOIA), public authorities are required to comply with the FOIA. In view of this, please explain to us why you want that information to be treated confidentially. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation.

We cannot give an assurance that confidentiality can be maintained in all circumstances.

Contact us

Contact us if you have any questions about this privacy notice or how we handle your data.

You have a right to complain to us if you think we have not complied with our obligation for handling your personal data.

Address

Data Protection Officer
Department for Business and Trade
Old Admiralty Building
Whitehall
London
SW1A 2DY

Email

data.protection@trade.gov.uk

Information Commissioner's Office

If you are not satisfied with DBT's response, you have a right to complain to the Information Commissioner's Office (ICO), who is an independent regulator.

Email

casework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

Address

Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire
SK9 5AF