**Harborough District Council**

**Audible Intruder Alarm**

**Keyholder Registration**

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| Completed forms should be emailed to environmentteam@harborough.gov.uk or posted to Regulatory Services, The Symington Building, Adam & Eve Street, Market Harborough, LE16 7AG |
| **New registration**  | [ ]  |
| **Update existing registration** | [ ]  |

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| **1. Your details** |
| **Full Name** |       |
| **Full Address**(this is the address where the alarm is installed) |       |
| **Contact Telephone Numbers** |
| **Daytime**  |       |
| **Evening** |       |
| **Mobile** |       |

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| **2. Alarm Installation Details (if known)** |
| **Name of Company/Person** (Company/Person who installed the equipment) |       |
| **Full Address** |       |
| **Contact Telephone Number** |       |

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| **3. Keyholder One** |
| **Full Name** |       |
| **Full Address**(this is the address where keyholder one is resident) |       |
| **Contact Telephone Numbers** |
| **Daytime**  |       |
| **Evening** |       |
| **4. Keyholder Two** |
| **Full Name** |       |
| **Full Address**(this is the address where keyholder two is resident) |       |
| **Contact Telephone Numbers** |
| **Daytime**  |       |
| **Evening** |       |

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| **5. Privacy Notice** |
| Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. Harborough District Council will use the information provided within this form to populate our Alarm Keyholder database. In the event of receiving a complaint from a member of public regarding a Audible Intruder Alarm that has continued sounding for longer than 20 minutes, we will investigate further and contact the keyholders outlined in this form. We will make contact in priority order, with keyholder one being the first contact. Your information will not be sold or further processed for marketing purposes. If the Council suspects crime, we may share your information with the Police.For further information on how your information is used and your rights to access information we hold about you, please contact: Data Protection Officer (DPO), Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or FOI@harborough.gov.uk |
| **Declaration** |
| I am the person responsible for the audible alarm system installed at the premises listed in this form.I am notifying Harborough District Council of the contact details of up to two nominated keyholders who:* + have agreed to act as a keyholder and give permission for their contact details to be held by the Council
	+ will attend at the premises within 20 minutes if called upon by the Council
	+ will take responsibility for silencing the alarm if it is causing a nuisance

I am supplying this information voluntarily. I am aware that the Council makes no undertaking in relation to this registration other than to make reasonable efforts to contact keyholders in the event of alleged nuisance due to the sounding of the alarm.I understand that in the case of suspected crime the Council may share this information with the Police so that keyholders can be contacted. The above details included in this form are correct and I undertake to inform you should any of the information change.[ ]  I have read, understood and accept the above privacy notice and declaration |
| **Signed:**       |
| **Date:**       |