



## DATA SHARING AND PROTECTION

West Yorkshire Fire and Rescue Service (WYFRS) are committed to protecting your personal data and privacy. Any personal information provided to WYFRS will be processed in accordance with the UK Data Protection legislation and the General Data Protection Regulations.

### How we use your information

The information you provide to us will only be used for the purposes that it was provided for and will never be used for third party marketing. Examples of how we may use your information include:

- Offering relevant advice and services from the information we have gathered from the work we have undertaken with organisations or individual householders.
- Enabling the Service to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published.
- To undertake projects with our partner agencies including local government bodies or voluntary organisations. In all cases, strict Information Sharing Agreements (ISAs) will be in place.

WYFRS will keep your information securely, and will not keep your information any longer than necessary. We will only collect the minimum information necessary to fulfil that purpose.

When we collect your personal data we will advise you:

- What your information will be used for
- Who it may be shared with
- Where your consent is required to collect personal data.

### Types of Data:

There are essentially three types of data West Yorkshire Fire and Rescue Service would use during data sharing.

- **Personal Data**

The Data Protection Act (DPA) applies only to personal data about a living, identifiable individual. However the definition of personal data is highly complex and for day to day purposes it is best to assume that all information about a living, identifiable individual is personal data.

Such personal data might include, but not be limited to:

- Name
- Address
- Telephone Number



- Age
- A unique reference number if that number can be linked to other information which identifies the data subject, such as a National Insurance Number or Payroll Number.

The law imposes obligations and restrictions on the way that WYFRS and its partners process personal data. The DPA regards 'processing' of data to include collecting, storing, amending and disclosing data. The individual who is the subject of the data (the 'data subject') has the right to know who holds their data and how such data will be processed, including how such data is to be, or has been shared.

- **Special Categorises of personal data**

Certain information is also categorised as 'Special Categorises of personal data', for example:

- Racial or ethnic origin
- Sexual life or sexual orientation
- Religious or philosophical beliefs

The law says that for Public Authorities to use your Sensitive Personal Information they should seek, where possible, your explicit consent regarding what the information will be used for and with whom it will be shared. Generally this is achieved by seeking your consent when you make application for a service from the Fire and Rescue Service.

- **Anonymised and Aggregated Data**

The use of anonymised and aggregated data can be treated in very similar ways. Anonymised data are individual data records from which the personally identifiable fields have been removed.

Aggregated data is data which has been processed to produce a generalised result, and from which individuals cannot be identified. However, caution needs to be taken when such aggregations could lead to an individual being identified e.g. groupings with small distribution leading to isolation of individual characteristics.

On the basis that anonymised and aggregated data does not identify individuals, the processing of such data is not regulated by the DPA. In 2012 a new code of practice was published on anonymising data, designed to reduce the likelihood and risk of individuals being identified through re-identification. A summary of the code can be found on the Information Commissioner's Office website, <https://ico.org.uk/>.