

# Privacy Notice (How we use your information)

## Prevention Safe and Well Visits

Our positive impact, in creating safer and healthier communities within West Yorkshire, will be dependent on the success of our relationships with partners. We will ensure that we maintain strong partnerships with local authorities and other statutory services and develop new relationships with other public and third sector organisations to be able to carry out Safe and Well checks in the homes of vulnerable people in West Yorkshire.

Working collaboratively with our partners we can identify those individuals / households who need our service and, we will develop:

- A person-centred service based on an assessment of an individual's risk of injury or death in the home by fire.
- Shared referral pathways which ensure our interventions are integrated and delivered at the earliest opportunity and in the most effective way.
- Data and intelligence sharing protocol agreements which will enable us to share and exchange information so that we can target resources effectively and evaluate our activity to demonstrate we are delivering best value.
- Joint training programmes which will ensure our staff and partners are able to identify high risk and vulnerability cases appropriately.
- Community based initiatives which will improve the safety of the people of West Yorkshire on our roads and on or near our waterways.

The aims of our safe and well visits are to reduce vulnerability to fire within the home and signpost where relevant for support and additional services.

## The categories of information that we collect, process, hold and share include:

Personal information (such as name, date of birth, email address and residential address, health & mobility issues, medication, alcohol consumption and drug misuse)

Special Category Data Characteristics (such as, ethnicity and disability)

## Why we collect and hold this information

We use this personal data in order to:

- Provide a Safe and Well visit to you and discuss fire safety in your home.
- Provide you with the support and education to reduce the risk of fire, injury, or death in your home.

- To enable referrals to our partner agencies for additional support were identified.
- Enable us to undertake research to ensure we are providing the most up to date service, education, and interventions during our visit.
- Enable us to ensure our provision is targeted appropriately, making the best use of our resources.
- Enable us to carry out specific functions for which we are responsible.
- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

## The lawful basis on which we use this information

We collect and process information about you under:

Article 6 (1) GDPR Processing shall be lawful only if, and to the extent, that at least one of the following applies:

- (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- (c) Processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 9 GDPR

SCHEDULE 1 Special Categories of Personal Data and Criminal Convictions etc Data,  
PART 2 Substantial Public Interest Conditions:

Preventing or detecting unlawful acts:

10 (1) This condition is met if the processing—

- (a) is necessary for the purposes of the prevention or detection of an unlawful act,
- (b) must be carried out without the consent of the data subject so as not to prejudice those purposes, and
- (c) is necessary for reasons of substantial public interest.

Safeguarding of children and of individuals at risk

18 (1) This condition is met if—

- (a) the processing is necessary for the purposes of—

Published on 03 January 2023

- (i) protecting an individual from neglect or physical, mental, or emotional harm, or
  - (ii) protecting the physical, mental, or emotional well-being of an individual,
- (b) the individual is—
- (i) aged under 18, or
  - (ii) aged 18 or over and at risk,
- (c) the processing is carried out without the consent of the data subject for one of the reasons listed in sub-paragraph (2), and
- (d) the processing is necessary for reasons of substantial public interest.

18 (2) The reasons mentioned in sub-paragraph (1)(c) are—

- (a) in the circumstances, consent to the processing cannot be given by the data subject.
- (b) in the circumstances, the controller cannot reasonably be expected to obtain the consent of the data subject to the processing.
- (c) the processing must be carried out without the consent of the data subject because obtaining the consent of the data subject would prejudice the provision of the protection mentioned in sub-paragraph (1)(a).

18 (3) For the purposes of this paragraph, an individual aged 18 or over is “at risk” if the controller has reasonable cause to suspect that the individual—

- (a) has needs for care and support,
- (b) is experiencing, or at risk of, neglect or physical, mental or emotional harm, and
- (c) as a result of those needs is unable to protect himself or herself against the neglect or harm or the risk of it.

18 (4) In sub-paragraph (1)(a), the reference to the protection of an individual or of the well-being of an individual includes both protection relating to a particular individual and protection relating to a type of individual.

## Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 5 years in order to provide sufficient data to: 1) enable effective analysis; 2) to comply with statutory requirements in the event of a fatality or serious injury; 3) In case of legal claims /complaints.

## Who we share this information with

We routinely share this information with:

- WYFRS Fire Prevention Department
- WYFRS Fire Protection Department
- WYFRS Operational Fire Fighters
- WYFRS internal departments for research purposes (anonymised data only)

Dependent on the identified risks, issues and concerns raised during your visit, we may have a duty to share this information with:

- Our Safe and Well partner agencies, including but not exhaustive to such as: Age UK, Groundwork, Care and Repair Services, local community groups or charities.
- Your Local Authority (e.g., Bradford, Calderdale, Kirklees, Leeds, or Wakefield Council) including their Adult Social Services, Housing or Private Sector Housing departments
- Your local hospital trust, healthcare provider, or your GP surgery
- Your Housing Association (if applicable)
- West Yorkshire Police or other police force where we have a statutory duty to do so
- Your Care Provider (if applicable)

With your consent, your information may be shared with other agencies to provide appropriate interventions to improve your safety and the safety of others. You can specify who you do not want us to share data with by stating this on the Safe & Well Form. Any information shared will be controlled using strict data-processing protocols. We will never sell or use your personally identifiable information for any marketing purposes.

## Why we share this information

We share information with our partner organisations (listed below) on a statutory basis, under Article 6 and Article 9 of Data Protection Act 2018. This is to reduce vulnerability to fire within the home and signpost where relevant for support and additional services.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

- Our Safe and Well partner agencies, including but not exhaustive to such as: Age UK, Groundwork, Care and Repair Services, local community groups or charities.

Published on 03 January 2023

- Your Local Authority (e.g., Bradford, Calderdale, Kirklees, Leeds, or Wakefield Council) including their Adult Social Services, Housing or Private Sector Housing departments
- Your Housing Association (if applicable)
- West Yorkshire Police or other police force where we have a statutory duty to do so
- Your GP Surgery
- Your Care Provider (if applicable)

## Your rights

### You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

### You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, please contact our Information Governance Team on 01274 682311 or email us directly on [information.information@westyorksfire.gov.uk](mailto:information.information@westyorksfire.gov.uk)

## Further information

If you would like further information about how we manage your data, please visit [Your information \(privacy notice\) | West Yorkshire Fire and Rescue Service \(westyorksfire.gov.uk\)](#)

If you would like further information about this privacy notice, please contact the Prevention Assurance and Improvement Manager:

Dan Mahon  
Oakroyd Hall,  
Bradford Road Birkenshaw,  
West Yorkshire,  
BD11 2DY  
(T) 01274 682311  
[daniel.mahon@westyorksfire.gov.uk](mailto:daniel.mahon@westyorksfire.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer: -

Martin McCarthy  
Oakroyd Hall,

Published on 03 January 2023

Bradford Road Birkenshaw,  
West Yorkshire,  
BD11 2DY  
(T) 01274 682311  
[martin.mccarthy@westyorksfire.gov.uk](mailto:martin.mccarthy@westyorksfire.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the contact us page <https://ico.org.uk/global/contact-us/> on their website, or by ringing 0303 123 1113.