

Privacy Notice (How we use your information)

Operational Risk Management Team, West Yorkshire Fire and Rescue Service

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

Personal information

- Name of responsible person
- Contact details of responsible person
- Details of any person providing us with information
- Premises Access Codes

Once we have identified the responsible person, we will keep a record of their name, contact details and all correspondence and documentation completed for the purpose of the visit. We may also keep a record of any other person providing us with the information e.g. a manager or key holder.

Why we collect and hold this information

We use this personal data in order to:

- Enable us to carry out specific functions for which we are responsible. For Fire Safety visits the Regulatory Reform (Fire Safety) Order 2005 gives us the authority to go to premises to check the Fire Safety provisions and procedures. Once we have identified the responsible person, we will keep a record of their name, contact details and all correspondence and documentation completed for the purpose of the visit. We may also keep a record of any other person providing us with the information i.e. a manager.

For Site Specific Risk Inspection Visits under the Fire and Rescue Services Act 2004, Section 7.2.D, gathering of risk information, a duty is placed on a Fire Service to obtain and provide information as part of its provision to deal with fires and other emergencies. This information is used by operational personnel during an incident to provide an effective response as well as to safeguard them and the community.

During this process the personal information collected would be contact details, so we have a point of contact.

The non-personal information collected helps us during an incident and would include items such as type and construction of any buildings, occupancy numbers, additional hazard details such as type and volume of chemicals or cylinders stored on the site, access and egress routes for fire service vehicles.

- 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 of the UK GDPR, Public Task.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

For Fire Safety Visits:

The majority of fire safety visit documentation and any outcomes relating to a premises, is kept until no longer required or superseded by a further visit.

For Site Specific Risk Inspections (SSRIs):

This information is kept until superseded; we aim to check risk information every three years for those identified as high risk.

Who we share this information with

We routinely share this information with:

- Other bordering Fire and Rescue Services

Why we share this information

We share information with bordering FRS's on a statutory basis, under Category 1&2 responders within the [Civil Contingencies Act 2004](#).

If the building we hold the risk information for is near a county boundary and likely to attract an attending appliance from a neighbouring fire and rescue service, the risk information will be shared with that service. Appropriate information will also be disseminated to other responders, such as other emergency and statutory authorities, where a multi-agency response is required, in accordance with our obligations under the Civil Contingencies Act 2004.

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

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

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

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: Station Commander Michael Loney, Operational Support, Tel: 01274 682311.

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

Martin McCarthy
Oakroyd Hall,
Bradford Road Birkenshaw,
West Yorkshire,
BD11 2DY
(T) 01274 682311
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.