

PRIVACY NOTICE	<i>Business Fire Safety</i>	<i>Version 2.1</i>
Information Asset Area	<i>Protection</i>	
Date	<i>October 2026</i>	

•	Who is collecting your information?		
	Hereford & Worcester Fire Authority You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP		
•	What information is being collected?		
	<ul style="list-style-type: none"> <i>Names, Addresses, Telephone numbers & Email addresses of Staff, Landlord(s) & Property Owner(s)</i> <i>Property Details</i> 		
•	Why are we collecting this information and what will we use it for?		
	<i>To accurately ascertain risk from fire enabling HWFRS to keep compliance and risk records and provide support and guidance to ensure:</i> <ul style="list-style-type: none"> <i>Business compliance with the Regulatory Reform (Fire Safety) Order 2005</i> <i>We fulfil our statutory duties for Protection & Business Safety</i> 		
•	What are the legal reasons (legitimate grounds) for collecting your personal data?		
	<i>GDPR Article 6 (1)(c) - Legal obligation: For compliance with a legal obligation.</i> <i>Other Legislation</i> <ul style="list-style-type: none"> <i>Regulatory Reform (Fire Safety) Order 2005</i> <i>Fire and Rescue Services Act 2004</i> <i>National Framework</i> <i>The Policing & Crime Act 2017</i> <i>National Fire Chiefs Council (NFCC).</i> 		
•	How will your information be stored?		
	<i>Electronically stored on secure cloud server, Hard copies in locked cabinet if appropriate.</i>		
•	Who will have access to your information?		
	<ul style="list-style-type: none"> <i>e.g. Authorised personnel within Protection Department and other relevant Departments such as Intel/Prevention/Response)</i> <i>ICT staff can access all electronic systems when there is a legitimate need to do so.</i> 		
•	Will your information be shared with anyone other than the Fire and Rescue Service?		
	Yes	☒	No ☐
•	If YES, then how will this be done?		
	<i>Secure Email</i>		
•	If YES, then who with?		

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	<ul style="list-style-type: none"> • <i>Local Authority:</i> <ul style="list-style-type: none"> ○ <i>Housing Enforcement</i> ○ <i>Trading Standards</i> ○ <i>Environmental Health</i> • <i>Home Office Immigration & Border Control</i> • <i>Gangmasters and Labour Abuse Authority</i> • <i>HM Revenue & Customs</i> • <i>Ofsted</i> • <i>Care Quality Commission</i> • <i>West Mercia Police</i>
•	How long will we keep your information for?
	<i>The life of the business/premises</i>
•	How will your information be disposed of?
	Electronic records are deleted and paper files shredded securely
•	Who do you contact if you have any questions about your information?
	<p>The Information Governance Department by email on informationrequests@hwfire.org.uk</p> <p>Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP</p>
•	What else do you need to know?
	<p>Your Data: Your Rights</p> <p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> • Access - you have the right to know what data we hold relating to you and why, and to receive a copy of it; • Rectification - you have the right to have inaccurate information about you corrected; • Objection - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue; • Erase, Restriction and Portability – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation; <p>For more information on your rights under the data protection laws you can visit the Information Commission's website by following this link https://ico.org.uk/your-data-matters/</p> <p>Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to:</p> <p>Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park</p>

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•	How do you make a complaint?
	<p>S Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: Comments and Complaints.</p> <p>If you are not satisfied with the outcome of your complaint, you can contact the Information Commission at ICO Head Office, 4th Floor, No. 3 Circle Square, 5 Hawkshaw Street, Manchester, M1 7BL, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk.</p>