

PRIVACY NOTICE	<i>Business Fire Safety</i>
Information Asset Area	<i>Protection</i>
Date	<i>04/05/2020</i>

• Who is collecting your information?	
Hereford & Worcester Fire and Rescue Service 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 may be collected?	
<ul style="list-style-type: none"> <i>Name, Address, Tel Number & Email of Staff, Landlord & Property Owner(s), Property Details</i> 	
• Why are we collecting this information and what will we use it for?	
<ul style="list-style-type: none"> <i>To accurately ascertain risk from fire enabling HWFRS to keep compliance and risk records and provide support and guidance to ensure: <ul style="list-style-type: none"> <i>Business compliance with Regulatory Reform (Fire Safety) Order 2005</i> <i>We fulfil our statutory duties for Protection & Business Safety</i> </i> 	
• What are the legal reasons (legitimate grounds) for collecting your personal data?	
<p><i>GDPR Article 6 (1c)</i></p> <ul style="list-style-type: none"> <i>Legal obligation: the processing is necessary to comply with the law.</i> 	
<p><i>Other Legislation</i></p> <ul style="list-style-type: none"> <i>Regulatory Reform (Fire Safety) Order 2005</i> <i>Fire Service's Act (2004) Part 2 Section 6 - Fire Safety</i> 	<ul style="list-style-type: none"> <i>National Framework</i> <i>The Policing & Crime Act 2017</i> <i>National Fire Chiefs Council (NFCC).</i>
• Will your information be shared with anyone other than the Fire and Rescue Service?	
Yes	
• If YES, then how will this be done?	
Secure Email	
• If YES, then who with?	
<ul style="list-style-type: none"> <i>Local Authority: <ul style="list-style-type: none"> <i>Housing Enforcement</i> <i>Trading Standards</i> <i>Environmental Health</i> </i> 	<ul style="list-style-type: none"> <i>Home Office Immigration & Border Control</i> <i>Gangmasters Labour Abuse Authority</i> <i>HM Revenue & Customs</i> <i>Ofsted</i> <i>Care Quality Commission (CQC)</i> <i>West Mercia Police</i>
• How long will we keep your information for?	
<ul style="list-style-type: none"> <i>7 Years (According to the Authorised Professional Practice (APP) Management of Police Information Guidelines and Criminal Procedure & Investigations Act (CPIA)</i> 	

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<ul style="list-style-type: none"> • How will your information be disposed of? 	<ul style="list-style-type: none"> • Electronic records are deleted and paper files shredded securely
<ul style="list-style-type: none"> • Who do you contact if you have any questions about your information? 	<p>The Information Governance Department by email on informationrequests@hwfire.org.uk 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>
<ul style="list-style-type: none"> • 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; • Erasure, 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 have a look at the Information Commissioner’s Office website page 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 Worcester WR3 8SP</p>
<ul style="list-style-type: none"> • How do you make a complaint? 	<p>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. If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: casework@ico.org.uk</p>

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