

<b>PRIVACY NOTICE</b>	<i>Coronavirus (COVID-19)</i>	<i>Version</i>
<b>Information Asset Area</b>	<i>Legal Services</i>	
<b>Date</b>	<i>14 April 2020</i>	

- **This Privacy Notice is to help you understand how and why Hereford & Worcester Fire Authority (the Service) are processing your personal data in relation to Coronavirus (COVID-19).**

The Service ordinarily collects and processes a range of personal data in connection with carrying out our normal day to day functions. We already have a number of privacy notices in place detailing how that information is collected, stored and used relating to the specific work of individual Service areas.

During the current Coronavirus pandemic the Service may:

- collect personal information for additional purposes; or
- process personal data that we already hold otherwise than for the purpose it was originally collected, including sharing it with others where appropriate

in order to either:

- (a) discharge additional duties and responsibilities placed on us by the Government e.g. under the Coronavirus Act 2020 and/or
- (b) support the work of others

Such processing will be limited to what is legal, proportionate and necessary taking into account the latest guidance issued by the Government and others in order to comply with any additional requirements placed upon us and provide the support to our communities particularly those who are most vulnerable.

It is important that this privacy notice is seen as a supplement and read in conjunction with other relevant privacy notices as detailed on our website.

### **Changes to this Privacy Notice**

It is also important to note that this Privacy Notice will undergo regular review and updates as the situation evolves.

- **Who has collected your information?**

Hereford & Worcester Fire Authority

You can contact us by email [informationrequests@hwfire.org.uk](mailto:informationrequests@hwfire.org.uk)

- **What are the legal reasons (legitimate grounds) for processing and sharing your personal data during the pandemic?**

The General Data Protection Regulation (GDPR) 2016

- Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6(1) (e) processing is necessary for the performance of a task carried out in the public interest
- Article 6(1) (d) processing is necessary in order to protect the vital interests of the data subject (someone's life)

*GDPR Recital 46 adds that 'some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread'.*

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	<ul style="list-style-type: none"> <li>Article 6(1) (f) processing is necessary for the purpose of the legitimate interests pursued by a third party (see who we will share this information with for more information)</li> </ul> <p><i>(as appropriate)</i></p>
<ul style="list-style-type: none"> <li><b>How will your data be shared?</b></li> </ul>	Data will be transferred by the most appropriate means possible, normally by secure email.
<ul style="list-style-type: none"> <li><b>Who will the Service share your data with?</b></li> </ul>	We may be required to share your data with public bodies and authorities including Worcestershire County Council, Herefordshire Council, other district councils within the two counties, Central Government and other Local Resilience Forum partners
<ul style="list-style-type: none"> <li><b>How long will they keep your information for?</b></li> </ul>	Where any data is shared with a third party in relation to the response of the outbreak of Coronavirus it will be their responsibility to only keep the data for as long as it is necessary, taking into account Government advice and the on-going risk presented by Coronavirus and any need for a review following this pandemic.
<ul style="list-style-type: none"> <li><b>How will your information be disposed of?</b></li> </ul>	<ul style="list-style-type: none"> <li>All information held by the Service will be held securely and destroyed under confidential conditions when no longer required</li> </ul>
<ul style="list-style-type: none"> <li><b>Who do you contact if you have any questions about your information?</b></li> </ul>	The Information Governance Department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a>
<ul style="list-style-type: none"> <li><b>What else do you need to know?</b></li> </ul> <p><b>Your Data: Your Rights</b></p>	<p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> <li><b>Access</b> - you have the right to know what data we hold relating to you and why, and to receive a copy of it;</li> <li><b>Rectification</b> - you have the right to have inaccurate information about you corrected;</li> <li><b>Objection</b> - 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;</li> <li><b>Erasure, Restriction and Portability</b> – 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;</li> </ul> <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 <a href="https://ico.org.uk/your-data-matters/">https://ico.org.uk/your-data-matters/</a></p> <p>Should you wish to exercise any of your rights please contact the Information Governance department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a> by phone on 0345 122 4454 (local rate) or by writing to:</p>

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Information Governance  
Hereford & Worcester Fire and Rescue Service HQ  
Hindlip Park  
Worcester  
WR3 8SP

- **How do you make a complaint?**

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](mailto:casework@ico.org.uk)