

<b>PRIVACY NOTICE</b>	<i>Drones (unmanned aerial vehicles)</i>	<i>Version 2.1</i>
<b>AUTHOR</b>	<i>Watch Commander Newman</i>	
<b>DATE</b>	<i>04/03/2019</i>	

•	Who is collecting my information?
	<i>Hereford &amp; Worcester Fire and Rescue Service</i>
•	Where did you get my information?
	<i>Video and photographic stills footage taken by the unmanned aerial vehicle (drone) during or after an Incident, training or supporting other agencies</i>
•	What information is being collected?
	<ul style="list-style-type: none"> <li><i>Live video and photographic images of operational incidents. Images likely to be for assessment of; geographic mapping of ground / buildings / Fire &amp; Rescue resources &amp; crew deployment / thermal radiation of fires / search and rescue of persons</i></li> <li><i>Post incident video and photographic images for investigation, training and debriefing</i></li> </ul>
•	Why are you collecting this information?
	<p><i>Footage is required to assist the Fire and Rescue Service in discharging its operational duties either before, during and after emergency incidents, for example:</i></p> <ul style="list-style-type: none"> <li><i>to gather risk information of sites that possess hazards to Firefighters / occupants / public</i></li> <li><i>to quickly identify if people are located in difficult to reach areas where the use of this type of footage would support public safety and the protection of communities in line with the role of the emergency services or multi agency partners</i></li> <li><i>to gather post incident information for investigation purposes for either Police or Fire Service incidents.</i></li> </ul>
•	What are the legal reasons (legitimate grounds) for collecting my personal data?
	<i>The Service has a legal obligation under the Fire Services Act 2004 to attend emergency incidents and it is in the public's best interest to be able to direct emergency response vehicles to the most needed areas of an incident. Additionally the Service has a duty to protect the health and safety of staff. The gathering of aerial footage can either support or deliver better outcomes for the community in line with the roles of the emergency services. GDPR article 6 section c and e</i>
•	What will my information be used for?
	<i>Footage will be used to help support or direct emergency response or the provision of resources for the emergency services or multi agency partners, to the most needed part of an incident or area and to provide accurate information for the investigation of incidents both before, during and post incident</i>
•	How will my information be stored to guarantee security?
	<i>Where information needs to be shared with multi agency partners. HWFRS will complete a SD card handover form. The images will then be secured for one calendar month. If there are no reasonable requests to keep images beyond this date the images will be deleted.</i>

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• Who will have access to my information?			
<i>HWFRS authorised persons and multi agency partners through a managed route for a legitimate reason</i>			
• Will my information be shared with anyone other than the Fire and Rescue Service?			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
• If YES, then how will this be done?			
<i>Where information needs to be shared with multi agency partners. HWFRS will complete a SD card handover form. The images will then be secured for one calendar month. If there are no reasonable requests to keep images beyond this date the images will be deleted.</i>			
• If YES, who with?			
<i>Multi agency partners where there is a legitimate reason</i>			
• Do I have the right to ask for my information to be erased?			
<i>Yes if image is captured and not related to an investigation or other related matter – Please contact legal services using email address <a href="mailto:ir@hwfire.org.uk">ir@hwfire.org.uk</a></i>			
• Do I have the right to object to my information being used?			
<i>No if images are part of an investigation. All non investigation related images will be deleted according to our retention policy which is available on request.</i>			
• Do I have the right to ask for my data to be provided in a recognised electronic format?			
<i>Yes - Please contact the Legal Services Department, Service Headquarters</i>			
• How long will you keep my information for?			
<ul style="list-style-type: none"> <li>• <b>For HWFRS led incidents;</b> <i>For fire related incidents the images will be stored for up to one calendar month to allow reasonable time for partner agencies to request the data. The Service will not retain a copy of the imagery beyond one calendar month unless the incident is required for investigation purposes. Any footage used for debrief or training purposes will be anonymised prior to use.</i></li> <li>• <b>For Police led incidents;</b> <i>All imagery captured by the FRS drone will be passed to West Mercia Police as soon as reasonably possible after the flight. HWFRS will not retain any Police led crime related imagery once it has been passed to the Police.</i></li> </ul>			

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•	How will my information be disposed of?
	<i>Authorised personnel will be responsible for the deletion of all recorded data.</i>
•	Who do I contact if I have any questions?
	<i>Group Commander Banks, Ops policy HWFRS- West Mercia Police Headquarters, Hindlip Hall, Worcester, WR3 8SP email <a href="mailto:ir@hwfire.org.uk">ir@hwfire.org.uk</a></i>
•	How do I make a complaint?
	Step 1: Please submit your issue via the Service's complaints system: <a href="#">Comments and Complaints</a>
	Step 2: If you are not satisfied with the outcome of the internal review, you may <a href="#">raise a concern</a> directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>

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For Legal Services Department to complete

Legislation	Section	Details
GDRP	Article 6(1)(c)(e)	Task carried out in the public interest
Fire Services Act	7(2)(d)(e)	Firefighting
Fire Services Act	8(2)(d)(e)	Road Traffic Accidents
Fire Services Act	9(3)(a)(d)(e)	Emergencies
Health & Safety at Work etc. Act 1974	Part 1, Section 2	General duties of employers to their employees