

PRIVACY NOTICE	<i>Participation in Fire Authority MS TEAMS Meeting</i>	Version
Information Asset Area	<i>Legal Services</i>	
Date	<i>09 June 2020</i>	

<ul style="list-style-type: none"> Who is collecting your information? 		
<p>Hereford & Worcester Fire and Rescue Service</p> <p>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</p>		
<ul style="list-style-type: none"> What information is being collected? 		
<p><i>Your name</i></p> <p><i>Meeting Activity (join time, end time, chat detail, documents shared etc.)</i></p>		
<ul style="list-style-type: none"> Why are we collecting this information and what will we use it for? 		
<p><i>Meeting data as detailed above on MS TEAMS is automatically logged as part of the meeting history. The Service does not use the data for any other purpose other than to record details of the meeting. Microsoft's own Privacy Statement is available by clicking on the following link https://privacy.microsoft.com/en-GB/privacystatement#mainnoticetoendusersmodule</i></p>		
<ul style="list-style-type: none"> What are the legal reasons (legitimate grounds) for collecting your personal data? 		
<p>GDPR / DPA</p> <ul style="list-style-type: none"> <i>Article 6(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</i> 		
<p><i>Other Legislation</i></p>		
<ul style="list-style-type: none"> Who will have access to your information? 		
<p><i>Authorised senior personnel within the ICT department and Legal Services.</i></p>		
<ul style="list-style-type: none"> Will your information be shared with anyone other than the Fire and Rescue Service? 		
<p><i>The meeting will be live streamed on YouTube. YouTube's own Privacy Policy is available by clicking on the following link https://policies.google.com/privacy</i></p>		
<ul style="list-style-type: none"> If YES, then how will this be done? 		
<p><i>N/A</i></p>		
<ul style="list-style-type: none"> If YES, then who with? 		
<p><i>N/A</i></p>		
<ul style="list-style-type: none"> How long will we keep your information for? 		
<p><i>Records held by the Service on MS TEAMS will be kept for up to 10 years.</i></p> <p><i>Records held on You Tube will be available and in the public domain for up to 12 months.</i></p>		
<ul style="list-style-type: none"> How will your information be disposed of? 		

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Electronic records held by the Service on MS TEAMS and YouTube will be deleted.

• **Who do you contact if you have any questions about your information?**

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

• **What else do you need to know?**

Your Data: Your Rights

Under data protection legislation, you have statutory rights relating to your own personal data:

- **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;

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/>

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:

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