

<b>PRIVACY NOTICE</b>	<i>Public Participation at Fire Authority Meetings</i>	Version
<b>Information Asset Area</b>	<i>Legal Services</i>	
<b>Date</b>	<i>10 January 2020</i>	

<b>• Who is collecting your information?</b>		
Hereford & Worcester Fire and Rescue Service You can contact us by email on <a href="mailto:info@hwfire.org.uk">info@hwfire.org.uk</a> or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP		
<b>• What information is being collected?</b>		
<ul style="list-style-type: none"> <li><i>your name</i></li> <li><i>your address (email and postal)</i></li> </ul>		<ul style="list-style-type: none"> <li><i>your phone number</i></li> </ul>
<b>• Why are we collecting this information?</b>		
<ul style="list-style-type: none"> <li><i>To allow you to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Fire Authority.</i></li> </ul>		
<b>• What are the legal reasons (legitimate grounds) for collecting your personal data?</b>		
<p>GDPR / DPA</p> <ul style="list-style-type: none"> <li><i>Article 6 (a)</i></li> </ul> <p>Other Legislation</p>		
<b>• What will your information be used for?</b>		
<ul style="list-style-type: none"> <li><i>To enable the Service to communicate with you regarding your request for public participation.</i></li> </ul>		
<b>• Will your information be shared with anyone other than the Fire and Rescue Service?</b>		
<i>Your name may be published in the minutes of the meeting on our website.</i>		
<b>• If YES, then how will this be done?</b>		
N/A		
<b>• If YES, then who with?</b>		
N/A		
<b>• How long will we keep your information for?</b>		
<i>Your personal details will be retained until the final minutes of the meeting in which you have participated have been approved. (This is at the following meeting).</i>		
<b>• How will your information be disposed of?</b>		
<ul style="list-style-type: none"> <li>Electronic records are deleted and paper files shredded securely</li> </ul>		
<b>• Who do you contact if you have any questions about your information?</b>		
<p>The Information Governance Department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a> Or you can call on 0345 122 4454 or write to Information Governance, Hereford &amp; Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP</p>		

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