

<b>PRIVACY NOTICE</b>	<i>Contact Lists</i>	<i>Version</i>
<b>Information Asset Area</b>	<i>Corporate Communications</i>	
<b>Date</b>	<i>January 2020</i>	

<ul style="list-style-type: none"> <li><b>Who is collecting your information?</b></li> </ul>		
	<p>Hereford &amp; Worcester Fire and Rescue Service</p> <p>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</p>	
<ul style="list-style-type: none"> <li><b>What information is being collected?</b></li> </ul>		
	<p><i>Names, job titles, email addresses, phone numbers and places of work</i></p>	
<ul style="list-style-type: none"> <li><b>Why are we collecting this information?</b></li> </ul>		
	<p><i>To enable us to communicate with the relevant media outlets and other professional contacts</i></p>	
<ul style="list-style-type: none"> <li><b>What are the legal reasons (legitimate grounds) for collecting your personal data?</b></li> </ul>		
	<p>GDPR / DPA</p> <ul style="list-style-type: none"> <li><i>Article 6 F- Processing is necessary for the purposes of the legitimate interests.</i></li> </ul>	
	<p>Other Legislation</p> <p><b>N/A</b></p>	
<ul style="list-style-type: none"> <li><b>What will your information be used for?</b></li> </ul>		
	<p><i>To share information with professional contacts</i></p>	
<ul style="list-style-type: none"> <li><b>Will your information be shared with anyone other than the Fire and Rescue Service?</b></li> </ul>		
	<p>No</p>	
<ul style="list-style-type: none"> <li><b>If YES, then how will this be done?</b></li> </ul>		
	<p><b>N/A</b></p>	
<ul style="list-style-type: none"> <li><b>If YES, then who with?</b></li> </ul>		
	<p><b>N/A</b></p>	
<ul style="list-style-type: none"> <li><b>How long will we keep your information for?</b></li> </ul>		
	<p><i>Annually but information is also reviewed throughout the year to ensure accuracy.</i></p>	
<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>Electronic records are deleted</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>		
	<p>The Information Governance Department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a></p> <p>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>	
<ul style="list-style-type: none"> <li><b>What else do you need to know?</b></li> </ul>		

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<b>Your Data: Your Rights</b>	
	<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> <p>Information Governance  Hereford &amp; Worcester Fire and Rescue Service HQ  Hindlip Park  Worcester  WR3 8SP</p>
•	<b>How do you make a complaint?</b>
	<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 &amp; Worcester Fire and Rescue Service's complaints system: <a href="#">Comments and Complaints</a>. 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: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a></p>