

PRIVACY NOTICE	<i>Drones (Unmanned Aerial Vehicles)</i>	<i>Version 3.0</i>
Information Asset Area	<i>Operational Policy</i>	
Date	<i>November 2024</i>	

• Who is collecting your information?	Hereford & Worcester Fire Authority 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		
• What information is being collected?	<i>Live video and photographic images of operational incidents.</i>		
• Why are we collecting this information and what will we use it for?	<p><i>To assist the Service in discharging its operational duties before, during and after emergency incidents. For example:</i></p> <ul style="list-style-type: none"> <i>To gather risk information of sites that possess hazards to firefighters, occupants & the public.</i> <i>To identify quickly 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.</i> <i>To gather post incident information for investigation purposes for Police or Fire Service incidents.</i> 		
• What are the legal reasons (legitimate grounds) for collecting your personal data?	<p><i>UK GDPR Article 6(e) – Task carried out in the Public Interest</i></p> <p><i>It is in the public’s best interest for the Service to be able to direct emergency response vehicles to the most needed areas of an incident. Gathering aerial footage can assist in delivering better outcomes for the community in line with the roles of the emergency services.</i></p>		
• How will your information be stored?	<i>Electronically on an SD card. The SD card is kept in a safe in the relevant fire station that only drone pilots can access.</i>		
• Who will have access to your information?	<ul style="list-style-type: none"> <i>HWFRS’ Lead Pilot and, where necessary, officers of Station Commander rank and above.</i> <i>Where statutory requests for information are made for drone footage, Information Governance will process them and disclose what (if anything) the requester is legally entitled to.</i> 		
• Will your 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>The Service completes a SD card handover form. The images are then secured for 30 days. If there are no reasonable requests to keep the images beyond this date they are deleted.</i>		
• If YES, then who with?	<i>Multi-agency partners where required for the purposes of an investigation.</i>		
• How long will we keep your information for?			

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	<i>Maximum 30 days.</i>
•	How will your information be disposed of?
	<i>The SD Card is securely erased.</i>
•	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: <ul style="list-style-type: none"> •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; <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 https://ico.org.uk/your-data-matters/</p> <p>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:</p> <p>Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP</p>
•	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