

<b>PRIVACY NOTICE</b>	<i>Business Fire Safety</i>	<i>Version 2.00</i>
<b>Information Asset Area</b>	<i>Protection</i>	
<b>Date</b>	<i>January 2025</i>	

•	<b>Who is collecting your information?</b>			
	<p>Hereford &amp; Worcester Fire Authority</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>			
•	<b>What information is being collected?</b>			
	<ul style="list-style-type: none"> <li><i>Names, Addresses, Telephone numbers &amp; Email addresses of Staff, Landlord(s) &amp; Property Owner(s)</i></li> <li><i>Property Details</i></li> </ul>			
•	<b>Why are we collecting this information and what will we use it for?</b>			
	<p><i>To accurately ascertain risk from fire enabling HWFRS to keep compliance and risk records and provide support and guidance to ensure:</i></p> <ul style="list-style-type: none"> <li><i>Business compliance with the Regulatory Reform (Fire Safety) Order 2005</i></li> <li><i>We fulfil our statutory duties for Protection &amp; Business Safety</i></li> </ul>			
•	<b>What are the legal reasons (legitimate grounds) for collecting your personal data?</b>			
	<p><i>GDPR Article 6 (1)(c) - Legal obligation: For compliance with a legal obligation.</i></p> <p><i>Other Legislation</i></p> <ul style="list-style-type: none"> <li><i>Regulatory Reform (Fire Safety) Order 2005</i></li> <li><i>Fire and Rescue Services Act 2004</i></li> <li><i>National Framework</i></li> <li><i>The Policing &amp; Crime Act 2017</i></li> <li><i>National Fire Chiefs Council (NFCC).</i></li> </ul>			
•	<b>How will your information be stored?</b>			
	<i>Electronically stored on secure cloud server, Hard copies in locked cabinet if appropriate.</i>			
•	<b>Who will have access to your information?</b>			
	<ul style="list-style-type: none"> <li><i>e.g. Authorised personnel within Protection Department and other relevant Departments such as Intel/Prevention/Response)</i></li> <li><i>ICT staff can access all electronic systems when there is a legitimate need to do so.</i></li> </ul>			
•	<b>Will your information be shared with anyone other than the Fire and Rescue Service?</b>			
	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
•	<b>If YES, then how will this be done?</b>			
	<i>Secure Email</i>			
•	<b>If YES, then who with?</b>			

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	<ul style="list-style-type: none"> <li>• <i>Local Authority:</i> <ul style="list-style-type: none"> <li>○ <i>Housing Enforcement</i></li> <li>○ <i>Trading Standards</i></li> <li>○ <i>Environmental Health</i></li> </ul> </li> <li>• <i>Home Office Immigration &amp; Border Control</i></li> <li>• <i>Gangmasters and Labour Abuse Authority</i></li> <li>• <i>HM Revenue &amp; Customs</i></li> <li>• <i>Ofsted</i></li> <li>• <i>Care Quality Commission</i></li> <li>• <i>West Mercia Police</i></li> </ul>
•	<b>How long will we keep your information for?</b>
	<i>May be required by police - 7 Years as per the Authorised Professional Practice, the Management of Police Information Guidelines and the Criminal Procedure &amp; Investigations Act 1996.</i>
•	<b>How will your information be disposed of?</b>
	Electronic records are deleted and paper files shredded securely
•	<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></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>
•	<b>What else do you need to know?</b>
	<p><b>Your Data: Your Rights</b></p> <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</p>

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	Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP
•	<b>How do you make a complaint?</b>
	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: <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>