

<b>PRIVACY NOTICE</b>	<i>Fire Safety Intervention Scheme</i>	<i>Version 1</i>
<b>Information Asset Area</b>	<i>Prevention</i>	
<b>Date</b>	<i>July 2025</i>	

•	<b>Who is collecting your information?</b>			
	Hereford & Worcester Fire Authority 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>Name, address and DOB of the young person</li> <li>Sex and gender identity</li> <li>Ethnic origin</li> <li>Details of educational needs, behaviour, disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Details of fire setting incidents and interventions</li> <li>Name, address of parents/guardians</li> <li>Age of siblings</li> </ul>		
•	<b>Why are we collecting this information and what will we use it for?</b>			
	<ul style="list-style-type: none"> <li>To be able to ensure you can be provided with the necessary support and given the most appropriate advice for your individual circumstances.</li> <li>To identify trends and frequencies in the incidences of firesetting to allow us to update our approaches to community safety.</li> </ul>			
•	<b>What are the legal reasons (legitimate grounds) for collecting your personal data?</b>			
	<p><i>UK GDPR</i></p> <p>Article 6(1)(e) Public task: Processing is necessary to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</p> <p>Article 6(1)(c) Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)</p> <p>Article 9(2)(g) Substantial Public Interest: Processing is necessary for reasons of substantial public interest</p> <p><i>Other Legislation</i></p> <p>s6 Fire and Rescue Services Act 2004</p>			
•	<b>How will your information be stored?</b>			
	On a secure database within the Prevention Department			
•	<b>Who will have access to your information?</b>			
	Officers working with the Fire Safety Intervention Scheme and their line management.			
•	<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>			
	By secure email, by telephone, through Community Safety Partnership meetings.			

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•	<b>If YES, then who with?</b>
	<p>Local agencies such as council social and educational services, police and other emergency services, health services and the Community Safety Partnership.</p> <p>Sharing information about individuals with partner organisations is sometimes necessary in order to protect individuals if there are concerns they may be at risk of significant harm and to keep those individuals and the wider public safe.</p>
•	<b>How long will we keep your information for?</b>
	10 years
•	<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 Hereford &amp; Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP</p>
•	<b>How do you make a complaint?</b>

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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)