

## West Yorkshire Fire and Rescue Service Privacy Notice BASIS Notifications

### **How we value service users data and how we keep the data safe:**

West Yorkshire Fire and Rescue Service (WYFRS) is committed to protecting your personal data and privacy. We recognise that ensuring the accuracy and security of your personal data is essential to retaining your confidence and trust. The information you provide to us will only be used for the purposes that you provide it and will never be used for third party marketing.

### **The Purpose of Data Collection:**

We need your information to carry out our statutory duties under BASIS Notification and the Regulatory Reform (Fire Safety) Order 2005, therefore complying with a legal obligation.

BASIS is an independent registration, standards, certification and training organisation (serving pesticide, horticulture, forestry and other relevant interests), working with and through industry organisations to implement relevant sections of 'The Food and Environment Protection Act 1985' and other legislative and industry Code of Practice requirements.

The WYFRA and BASIS have established and agreed joint working arrangements which promote opportunities for officers to obtain operational information about their operational risks and to ensure fire safety resources are targeted towards higher life risk premises.

The following information taken from the notification is recorded in our Premises Risk Database

- Address of the notification site
- Name and address of the notifier (if different from the address given above)

We use this information should we need to contact or visit the premises or write to the notifier. Details of the site will be passed to our Operational Risk Team in order for an Operational Risk Visit to be carried out if necessary under the Fire and Rescue Services Act 2004.

### **The Lawful Basis for the processing is:**

Public Task
  Legal Obligation
  Contract
  Consent

### **Data Subject rights:**

<input checked="" type="checkbox"/> Rectification	<input type="checkbox"/> Erasure	<input checked="" type="checkbox"/> Restrict Processing	<input type="checkbox"/> Data Portability
<input checked="" type="checkbox"/> Object	<input type="checkbox"/> Automated Decision	<input type="checkbox"/> Right to withdraw consent	<input checked="" type="checkbox"/> Right to access

### **Who will have access to the information?**

#### **Fire Protection Audits**

Your information will be stored securely on our internal system and will be used by appropriate authorised staff that require it to undertake their role.

Under the Fire Safety Order where we have a statutory duty to share information with other enforcing authorities we may do so.

Information held by WYFRS may be disclosed pursuant to a statutory, or other legal obligation placed upon WYFRS, this includes our requirements for disclosure under the Freedom of Information of Act 2000 or the Environmental Regulations 2004 or with partners where the sharing of safety critical information is needed to ensure the safety of relevant persons. We will ensure confidentiality of commercially sensitive and protective security information available to us, such as premises plans and access codes, unless we are required by law to disclose it.

***How long will you keep hold of my information?***

*The details are kept until no longer required or superseded by a further notification.*

**ICO contact Details:**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

**Name and Contact of Data Protection Officer:**

Data Protection Officer - Ian Brandwood,

West Yorkshire Fire and Rescue Service

Oakroyd Hall, Birkenshaw, West Yorkshire

BD11 2DY

Contact By Telephone: 01274 682311 Ext: 671190 (Corporate Services Team)