

West Yorkshire Fire and Rescue Service Privacy Notice Environmental Enquiries

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 Environmental Information Regulations 2004, therefore complying with a legal obligation.

The West Yorkshire Fire & Rescue Authority operate an Environmental Enquiry Service which allows customers to access valuable information about the potential presence of underground petroleum storage tanks data relevant to a particular address in West Yorkshire. The data is supplied under the Environmental Information Regulations 2004.

The information supplied in the report represents the information presently held by the Authority in response to a specific enquiry. The Authority can invoice the requester for the costs associated with a search

The contact details of the requester are recorded in an electronic SharePoint database. We use this information should we need to contact or invoice the requester.

The Lawful Basis for the processing is:

Public Task

Legal Obligation

Contract

Consent

Data Subject rights:

Rectification

Erasure

Restrict Processing

Data Portability

Object

Automated Decision

Right to withdraw consent

Right to access

Who will have access to the information?

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.

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 for audit purposes. Historical information on petroleum sites is held indefinitely.

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