

## West Yorkshire Fire and Rescue Service Privacy Notice Fire Fighters Switches

### **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 the Regulatory Reform (Fire Safety) Order 2005, therefore complying with a legal obligation.

Article 37 of the Fire Safety Order states: -

Subject to the exception detailed below, this article applies to apparatus consisting of luminous tube signs designed to work at a voltage normally exceeding the prescribed voltage, or other equipment so designed and references in this article to a cut-off switch are, in a case where a transformer is provided to raise the voltage to operate the apparatus, references to a cut-off switch on the low-voltage side of the transformer.

The "prescribed voltage" means

- 1000 volts AC or 1500 volts DC if measured between any two conductors; or
- 600 volts AC or 900 volts DC if measured between a conductor and earth.

No apparatus to which this article applies is to be installed unless it is provided with a cut-off switch.

In the case of new installations, within the county of West Yorkshire, the "responsible person" is required, not less than 42 days before commencement of the work, to give notice to West Yorkshire Fire & Rescue Authority (the Authority) showing the location, colouring and marking of the cut-off switch. The Team will be responsible for the receipt of this notice and subsequent actions.

Where such a notice has been served and the Authority is not satisfied with the location colour etc., they must serve a Notice within 21 days stating that their requirements are not satisfied.

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

- Address of the relevant premises
- Name and address of the responsible person (if different from the address given above)

We use this information should we need to contact or visit the premises or write to the responsible person. Detail of the premises 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:**

Rectification

Erasure

Restrict Processing

Data Portability

Object

Automated Decision

Right to withdraw consent

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.

**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)