

West Yorkshire Fire and Rescue Service Privacy Notice Fire Protection Audits

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 and Fire and Rescue Services Act 2004, therefore complying with a legal obligation.

Fire Protection Audits:

The Regulatory Reform (Fire Safety) Order 2005 gives us the authority to go in to premises other than single private dwellings to check the Fire Safety provisions and procedures adequately safeguard people who may use the premises. The general focus of the audit is to ensure that the building is safe, however in doing so we may need to collect certain personal information.

The personal information we are likely to collect during a fire protection audit would be;

- Name of Responsible Person – This is a legal definition and may be a company name
- Contact details of responsible person
- Details of any person providing us with information
- Contact details of any person providing us with information

Once we have identified the responsible person, we will keep a record of their name, contact details and all correspondence and documentation completed for the purpose of the audit. We may also keep a record of any other person providing us with the information i.e. a manager. We use this information should we need to contact the premises or write to the Responsible Person.

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; to prepare and carry out the visit, progress outcomes from the visit, keep all correspondence and documentation and administer and evaluate the audit processes.

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?

Fire Safety Visits:

The majority of fire protection audit documentation and any outcomes relating to a premise, is kept until no longer required or superseded by a further visit.

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)