

## West Yorkshire Fire and Rescue Service Privacy Notice

### PRIMARY AUTHORITY PARTNERSHIP WORK

#### **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 duties under the Regulatory Enforcement and Sanctions Act 2008 and to confirm compliance under the Regulatory Reform (Fire Safety) Order 2005, therefore complying with a legal obligation.

Primary Authority is a means for businesses to receive assured and tailored advice on meeting fire safety regulations through a single point of contact. This ensures start-ups get it right at the outset and enables all businesses to invest with confidence in products, practices and procedures, knowing that the resources they devote to compliance are well spent.

Primary Authority is based on legal partnerships between businesses and individual Fire and Rescue Authorities. Businesses can set up their own partnership or belong to a trade association (or other type of group) with an existing partnership.

Primary Authority was launched in 2009 to make the local regulation of businesses operating at multiple premises across the UK more consistent. Building on the success of the scheme the eligibility criteria for Primary Authority have been expanded and now all businesses can benefit from Primary Authority.

#### **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 systems and will be used by appropriate authorised staff that require it to undertake their role; to prepare and carry out the giving of guidance and Primary Authority Advice, which will include the progressing of outcomes from visits, all email correspondence, documentation and administration.

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, unless we are required by law to disclose it.

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

The personal information we are likely to collect from a Partner 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*

*The non-personal information collected to help us determine advice, would include items such as policies and procedures in relation to how the business meets its duties under the Regulatory Reform (Fire Safety) Order 2005. This could also include specific examples of any building, occupancy numbers, access and egress routes for the public*

**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)