

West Yorkshire Fire and Rescue Service Privacy Notice Invoicing for Unwanted Fire Alarm Signals

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 in order to invoice persons under the Fire and Rescue Services Act 2004 (FRSA) as amended by the Localism Act 2011. As a result fire and rescue services may under Section 18C charge for reports of fire where:

- a) The report is of fire at premises that are not domestic premises;
- b) The report is false;
- c) The report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed; and
- d) There is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed

The address of the premises and time of call is taken from the 'National Incident Recording System' and added to our Unwanted Fire Signals Database

We make inquiries to obtain the name and invoice address of the person/organisation responsible for the unwanted fire signal invoice.

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 for charging purposes

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)