

Humberside Fire and Rescue Service

Privacy Notice – Public Safety Activities in the Community

1. Scope

This Privacy Notice describes how Humberside Fire and Rescue Service (“the Service”) collects and uses personal information relating to the work we undertake in our communities to keep them safe.

2. Aim

Under data protection law, individuals have a right to be informed about how we as a Service use any personal data that we hold about you, why we need it and what protections are in place to keep it secure.

3. Personal Information we collect and/or process

We collect and use different types of personal information about you and those who live with you, depending on your circumstances, your role and the law. We will also collect information about criminal convictions, offences, and social relationships.

Whilst the majority of the personal information you provide to us is from yourself, we may also receive information from other family members, employers, other public bodies (e.g. Police, social services, ambulance service, etc) charities and support services and companies who have your permission to share your information e.g. key holders or security providers.

We collect and process the following information:

- Personal information (such as name, address, telephone numbers, email address, date of birth, number of children)
- Characteristics information (such as gender, marital status, nationality, ethnicity)
- Medical information (such as medical conditions, details of any disabilities)
- Information about domestic abuse (where there are fire setting links)
- Criminal records information (such as DBS checks, HM Government Security Clearance, credit and fraud checks)
- Fire setting events (either as a victim, carer or perpetrator)
- Housing information (such as rental information)
- Household characteristics (such as assisted bin collections, healthcare equipment and data report from Experian to highlight risk factors, for example smoking within a household)
- Your child’s school
- CCTV imagery, building systems, vehicle systems, body worn cameras and drones (to be used in order to provide security for buildings, appliances and equipment providing training updates, evidence in investigations)

We will collect this information using online forms, telephone calls, by personal

visits and events, letters and paper forms, emails and incidents including dates and locations. We also obtain non-personal data from Experian local authorities and the NHS, about the expected characteristics of domestic properties occupancy.

4. Reasons we collect and use your personal information.

We need to collect and use your personal information for a number of purposes, including:

- Keeping the community safe, including assessing the likelihood of having a fire or similar life-changing incident in the community.
- To provide advice, guidance and equipment to keep people safe.
- To gather information to assist us in identifying those in the community who may be at risk.
- To keep our employees safe.

The legal basis for us processing this personal information is:

- The data subject has given consent to the processing of his or her personal data for one or more specific purpose.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Service.
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

In addition, the legal basis for processing any special categories information is:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
- Processing is necessary to protect the vital interests of the data subject or another person,
- Reasons of substantial public interest.

5. Sharing and disclosing your personal information

We do not share information about people without consent, unless the law and our policies allow us to do so.

We routinely share information with:

- Partner agencies such as the Police, Social Services, and Health care providers (Crime and Disorder Act 1998, Anti-Social Behaviour Act 2003, Children's Act 1998 and 2004, Domestic Violence Crime & Victims Act 2004, Domestic Violence Disclosure Scheme)
- HMRC
- Disclosure and Barring Service (DBS)
- [The Home Office](#) (Incident Recording System)

6. Protecting your personal information

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone not required and authorised to do so. Information about the IT security standards we use to protect your personal information can be obtained from the Service's Digital Services Unit.

When we use third party organisations to process information on our behalf, we ask them to demonstrate their compliance with our security requirements, any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for the Service. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them. The Services does not transfer your personal information outside the European Economic Area.

7. How long we will keep your data

We will process personal information to make an assessment on how to keep safe and well and may review this from time to time to ensure we continue to meet individual needs. For more information on our data retention schedule and how we keep your data safe, please contact Corporate Assurance, whose details can be found in Section 10 of this notice.

8. Requesting access to your details

If you have any questions about the personal information that you believe we may hold about you, please contact Corporate Assurance, whose details can be found in Section 10 of this notice.

9. Your rights as a data subject

At any point while we are in possession of, or processing your personal information, you have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you;
- **Right of rectification** – you have a right to correct information that we hold about you that is inaccurate or incomplete;
- **Right to restriction of processing** – where certain conditions apply, you have the right to request us to restrict the way we use your data;
- **Right to judicial review** - in the event that the Service refuses your request under rights of access, we will provide you with a reason why the request has been refused. You also have the right to complain.

10. Contact Details

If you wish to speak to the Service about how it handles your personal information you can contact:

Humberside Fire and Rescue Service Headquarters
Corporate Assurance Section
Summergroves Way
Hull
HU4 7BB

Phone: (01482) 565333

Email: dataprotection@humbersidefire.gov.uk

In the event that you wish to make a complaint about how your personal data is being processed by the Service (or third parties under contract) or, how your complaint has been handled, please contact the above in the first instance. If you are not satisfied with our response or the way we handle your information you have the right to lodge a complaint directly with the Information Commissioner:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF