

PRIVACY NOTICE

Public Consultation or Exhibitions for proposed schemes (designs of buildings subject to planning)

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

What information we collect about you

Your contact details (your name, your postal address, telephone number and/or email address), your age range and any other relevant information you may determine necessary.

Why we need it

We collect this information to enable Royal Berkshire Fire and Rescue to respond to feedback provided by you, which may be submitted to the planning authority to inform planning applications made by us.

Our legal basis for processing

Under the General Data Protection Regulation (GDPR), It is necessary to process your personal data under article 6(1)(a) and 6(1)(e) (Consent of the data subject, and necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller).

What we do with it

Your contact details and feedback provided are stored by our Capital Projects Team.

We will only use the personal information we collect to respond to your feedback, which may assist with future plans, and may be provided to the Local Planning Authority, if required.

In the event that your feedback has questions that we are able to answer, we endeavour to contact you and respond to questions by your preferred method of contact.

The details and feedback that you provide may be shared with our external multi-disciplinary team and our planning experts.

Sharing your information

We may share your information with an external multi-disciplinary team (Ridge and Partners LLP) and our planning experts (Pegasus) in order for the feedback you have provided to be assessed and forwarded to the Local Planning Authority if necessary.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

There are a number of other reasons why we may share your information outside of our Service. This can be due to:

- Our obligations to comply with current legislation
- Our duty to comply with a Court Order
- You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

Your personal information will not be transferred outside of the European Union (EU).

How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept. Consequently, personal information relating to your contact details and feedback collected will be retained for the period of the lifespan of the project and thereafter for 15 years following the end of the project's construction phase.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

Your rights

Under the General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Who to contact

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters

Newsham Court

Pincent's Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

DataProtection@rbfrs.co.uk

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/>

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