

# PRIVACY NOTICE

## **Public engagement (immediately affected neighbours and local community) for proposed future development**

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) and any other relevant information you may determine necessary.

### **Why we need it**

We need to collect this information to enable us to contact you on items relating to proposed future development in your area.

### **Our legal basis for processing**

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

### **What we do with it**

Your contact details and any other relevant information you provide are stored by our Capital Projects Team.

We will use the personal information we collect to contact you (sometimes via our external multi-disciplinary team) in order to engage on items relating to proposed future developments.

## Sharing your information

We may share your information with our external multi-disciplinary team of consultants (Ridge and Partners LLP and Pegasus (planning experts)). There may be a requirement for this team to contact you on items relating to proposed future developments.

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.

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## 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](mailto: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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