

# PRIVACY NOTICE

## Facilitating and Managing RBFRS Events – members of the public

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 (name, address, telephone number, email address), age (children), dietary requests, special assistance.

Family/Guest details (name, age (children), dietary requirements, special assistance).

Possibly biographical and/or employment information.

Where relevant, submitted award nominations, (name, station/department, telephone number, nominee name, department/team, address and email (if external nominee), reason for nomination).

Your image may be captured (photograph, audio, video) at the event.

### Why we need it

RBFRS events are held to acknowledge or promote something, for example celebrating an achievement, in recognition of outstanding contributions, in commemoration or raising awareness and funds for charity.

We collect your personal data –

- To provide you with information about the event (reason for invitation, date, location, accessibility, parking, etc.)
- To reserve a place for you (and your guests) at the event
- To ensure any special requirements are known and can be met
- For certain events, biographical and/or employment information may be used in programmes, to assist the host/compare of the event, and for post event publicity.
- To manage the nomination process for awards
- To record events, to promote and publicise our activities and achievements

## PRIVACY NOTICE

Photography and filming is used at our events. Images in which people can be identified are a form of personal data. Whereas an image that does not focus on one individual or small group of individuals, is unlikely to be considered personal data.

With your consent, we may publish personally identifiable information (images, audio and video) on a number of channels – for example, on our intranet, website, on our social media platforms, in press releases, and in our corporate publications.

Notices will be placed at the event informing all guests of photography and filming. If you do not wish to be included in this please make it known in advance to a member of staff at the beginning of the event.

### **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) consent of the data subject.

If you provide us with special category data, for example concerning accessibility and dietary requirements the legal basis to process this is under article 9(2)(a) explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.

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

We will only use the personal data collected to process your involvement with the event.

Access to this information is restricted to the relevant staff who will be co-ordinating the specific event. The information will be held securely on our systems.

### **Sharing your information**

We may share some of your information with external organisations providing services for the event, such as printers and engravers so we are able to print relevant documents e.g. certificates, table plans and programmes.

Details may also be printed in the event programme which will be available to all guests who can be RBFRS staff and external attendees.

With your consent, we may share your information with media organisations for event publicity.

## PRIVACY NOTICE

There are a number of 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.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

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.

### **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 Facilitating and maintaining RBFRS events will be retained for 12 months after the date of the event.

Photographs and videos that require consent, will be retained for five years (we will not re-use any images after this date), unless you have agreed to archive purposes.

If applicable, copies of the event programme will be retained for archiving purposes.

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.

# PRIVACY NOTICE

## 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  
Pincents 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/>

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

01625 545 745

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