

PRIVACY NOTICE

Safeguarding children and vulnerable adults

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

Name, postal address, email address, telephone number, date of birth, ethnicity, first language, gender, disability, next of kin/guardian, GP details (if known), name of school (if applicable), photograph(s) (if appropriate), details surrounding the concern.

Why we need it

Royal Berkshire Fire and Rescue Service believe that everyone has the right to live their life free from abuse and neglect. The Service is committed to safeguarding children and vulnerable adults and will report concerns of abuse and work with other agencies to stop abuse occurring.

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)(c) – Necessary for compliance with a legal obligation and where we process Special Category Data: 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.

(Fire and Rescue Services Act 2004, Children's acts 1989 and 2004, Care Act 2014, Working together to safeguard children 2015, Local Government Act 2000, Mental Capacity Act 2005)

What we do with it

Initially, we will make sure the vulnerable person concerned is not in immediate danger. If the individual is in any immediate harm or danger urgent medical treatment or police intervention is sought. A Safeguarding alert is raised and a report is forwarded to the Safeguarding Coordinator or current Duty Officer who will work alongside other agencies (within the framework of the relevant Local Authority's Multi-Agency Safeguarding Children and Safeguarding Adult procedures) to protect the children and vulnerable adults within our area.

Sharing your information

Royal Berkshire Fire and Rescue Service will work alongside other agencies within the framework of the relevant Local Authority's Multi-Agency Safeguarding Children and Safeguarding Adult procedures.

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.

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.

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 Safeguarding issues will be retained by the Safeguarding department for 10 years (issues relating to adults) and until the age of 21 (issues relating to children).

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.

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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

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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