

# PRIVACY NOTICE

## Customer Satisfaction Surveys

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

Contact details

Your opinions and feedback on our services.

### Why we need it

We collect this personal data to help us monitor our performance, ensure we are providing good value for money and to improve our services.

### 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) 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 controller.

We also ask for your consent and therefore are able to process your personal data under article

6(1) (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

We do not request special categories of personal data, but where you provide any information of this type to us, we process this under

9(2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

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## What we do with it

We use information from the satisfaction survey responses to monitor our performance and quality of service. We publish summaries of this information as part of our Corporate Reporting and for transparency. These summaries do not identify individuals.

Where a response to the survey expresses dissatisfaction with our service we will use the information you have given us to investigate, and may use your contact information to get in touch to see how we can resolve this, or to ask for further information as part of our complaints process. Please see the complaints Privacy Notice for more details.

If you have given us positive feedback we may share this information with individuals involved. We may also get in touch with you for more information.

Satisfaction survey responses are returned to the Data and Performance team who keep them in a secure location. This information may be shared with other parts of the organisation in order for us to follow up on complaints or positive feedback.

## Sharing your information

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.

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: Customer Satisfaction Surveys will be retained for 3 years.

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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  
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

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30 January 2019