

PRIVACY NOTICE

Information collected at or for incidents

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

To deliver our services effectively, we may need to collect and process the following personal data:

Contact details (names, postal address, telephone number, email address), age or date of birth, ethnicity, relevant health details, religion, gender.

We may also collect anything relevant to preserving life or saving property, such as car registration details, or whether there are any flammable, or chemical materials stored at the location of the incident etc.

We do sometimes take photographs at an incident. These are used for training and debrief purposes, but also where no one can be identified, used for external publications and communications (social media, etc),

We will only publish a photograph or video of you where you can be identified if we have explicit consent from you.

We may also collect more information when a Fire Investigation Officer is undertaking a formal fire investigation – refer to the separate Investigation of Fires Privacy notice for more detail.

Why we need it

To ensure the safe and effective delivery of firefighting and emergency services which includes managing responses to fire, road traffic collisions and all other incidents that we attend. We also need some information in order to maintain our own records and accounts, including the management of RBFRS assets as well as providing certain data and statistics to the Government (Home Office).

Refer also to the following privacy notices:

- Requests for incident information(chargeable Services)
- Request for information (Under FOI and EIR)
- Communications and Media
- Incident Recording System (IRS) data (issued by the Home Office)
- Investigation of Fires
- TVFCS – Emergency calls

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 - Fire and Rescue Services Act 2004 Sections 7(2)d, 8(2)d, 44(1) and 26 and where we collect special category data, article 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 Sections 7(2)d, 8(2)d, 44(1) and 26.

Some information we ask for is voluntary, however, not providing certain information may affect the service we provide to you or others. Obtaining explicit written consent for us to process your personal data may not, in certain circumstances, be achievable or appropriate, however, wherever there is a need to obtain this and it is possible, we endeavour to do this.

What we do with it

This information is recorded within the Thames Valley Fire Control Service mobilising systems and our Incident Recording System (IRS).

We use it to monitor our performance and analyse it to enable us to better understand risks within Berkshire. This risk mapping allows us to better integrate Prevention, Protection and Emergency Response services to ensure the best allocation of those services to meet the needs of the community.

Photographs are stored electronically by Stations and also our Communications and Engagement Team – for further information, refer to the Communications and Media Privacy Notice.

Sharing your information

The information we collect will be used to provide the appropriate public service(s) to you or others. That may involve disclosing your personal information to other emergency services, for example if a road traffic collision is reported we are likely to inform the ambulance service and/or the police service to ensure that they provide appropriate services to you quickly and effectively.

As previously advised, we also have a requirement to provide certain data and statistics to the Government (Home Office) and sometimes other regulatory bodies, such as the Health and Safety Executive (HSE).

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 incident 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. We do release incident addresses to loss adjusters and parties with legitimate interests for insurance purposes.

PRIVACY NOTICE

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.

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 collected at or for incident purposes will be retained for 10 Years. For Information relating to formal fire investigation by Fire investigation Officers, refer to the separate Investigation of Fires Privacy Notice for more detail.

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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