



Online Fire Safety Sessions

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.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

What information we collect about you

Sign-up Form:

- Name
- Job Position/Title
- Business Name
- Business Address
- Phone Number
- Email Address

Feedback Form:

- Opinions and feedback on our services
- Equality Monitoring – these questions are fully optional, can be skipped and are not required to submit your feedback.
 - Age group
 - Disability or long-term health conditions
 - Ethnic origin
 - Religion or belief

Why we need it

Royal Berkshire Fire and Rescue Service (RBFRS) is the enforcing authority for fire safety regulations in most commercial premises.

We are committed to working with local businesses throughout Berkshire, and with the free online sessions aim to help them understand their responsibilities under the relevant fire safety regulations.

Your information will be used to arrange and book the requested session, and after the session we will ask for feedback so that we can evaluate the effectiveness of the sessions and improve the way we help you to comply with the relevant fire safety regulations.

We also collect equality monitoring data to assess who we are reaching with the sessions to help us identify any groups of people or businesses that we aren't effectively reaching. This helps us



meet our legal obligations under the Equality Act 2010 and comply with the Public Sector Equality Duty.

Our legal basis for processing

Under the UK General Data Protection Regulation (UK GDPR), we can 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.

We are also able to process special category data (equality monitoring) under article 9(2)(g) necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.

What we do with it

We will only use the personal data collected to facilitate the online session, and to request feedback.

Access to this information is restricted to the relevant staff who will be coordinating the online fire safety sessions and reviewing the feedback collected.

This information may be shared with other parts of the organisation in order for us to address feedback responses.

Any equality data provided will be anonymised automatically by separating it from the session identifiers and feedback.

All information will be held securely on our systems.

If any results from the feedback or equality monitoring are published, they will be in an anonymous form.



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 UK 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 Economic Area (EEA).

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 Online Fire Safety Sessions will be retained for the following times -

- contact information will be retained for up to 1 year from completion of the online fire safety session.
- feedback information and equality monitoring data will be anonymised and retained for up to 3 years for reviewing who we are effectively reaching.



Please also refer to the [Business Fire Safety and Enforcement](#) privacy notice:

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 UK 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.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - your data matters](#).

Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot



Reading
Berkshire
RG31 7SD

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):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

September 2023

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

-  RoyalBerksFRS
-  @RBFRSOfficial
-  RoyalBerkshireFire
-  Royal Berkshire Fire & Rescue Service
-  rbfrs.co.uk