



Educational Establishments: Conducting Surveys, Evaluation and/or Registration

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

- Your name
- Work email address
- Work position
- Details of school establishment i.e. name of school, year groups, class sizes, etc.
- Your feedback and/or opinions on our services and/or resources provided

Why we need it

To maintain accurate details in order to contact you in the course of our normal working relationship with you to ensure effective collaboration to support our statutory functions.

We also collect 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 UK General Data Protection Regulation (UK 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

6(1)(a) - consent of the data subject

What we do with it

We may maintain a list of appropriate contact details in order to ensure an effective working relationship with you and your business / organisation but would not normally share this information internally unless this is of benefit to another department.

We use information from surveys, evaluations and registration responses to monitor our performance and quality of service and level of reach. We may share summaries of this information internally, as part of our reporting processes.

Where feedback has been provided, we may get in touch with you for more information. If the feedback is relating to a specific event / team / individual, we may share this information internally, within the organisation.

Where a response may express dissatisfaction with our service, we will use the comments you have provided to investigate. We may use your information to get in touch to ask for further information as part of our complaints process. Please see the Complaints Privacy Notice for more details.

Sharing your information

In most instances, we use SurveyMonkey to carry out surveys, evaluations and registration processes.

SurveyMonkey is a United States company and any personal data you provide may be stored in the United States and other locations SurveyMonkey has offices. SurveyMonkey has Privacy Shield accreditation which is a data security scheme recognised by the EU. If you wish to read SurveyMonkey's privacy policy, please click [here](#).



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.

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: generic work / business contacts will be continuously updated and kept for as long as you are in your relevant post and deleted / destroyed when no longer required.

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):



Privacy Notice – Educational Establishments - Conducting Surveys, Evaluation and or Registration

[ICO Website - make a complaint](#)

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

Telephone: 0303 123 1113

10 October 2023

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

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