



Automatic Fire Alarm (AFA) Consultation (online survey)

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

This survey is anonymous. You will not be asked for any information that will identify you personally, such as your name or address. We will not collect the IP address of your computer.

We are collecting your views and opinions on how we respond to automatic fire alarms at specific buildings in Berkshire.

There is a chance that for a small number of people some of your responses might allow you to be identified, for example if you are a member of RBFRS staff and from an underrepresented group, or if your text responses include details about yourself or your experiences.

Equalities data includes age, gender, sexual orientation, religion or belief, ethnicity, neurodiversity, and disability (optional responses).

Why we need it

We collect survey responses to meet our legal obligation under the Fire and Rescue Services Act and Local Government Act 1999 (*best value requirement*), where there is a statutory requirement to consult with stakeholders, and the results of the survey will be used to inform a decision on how we respond to automatic fire alarms in the building categories identified in the consultation.

Equality monitoring information is collected so that we understand how effective our consultation is at reaching particular communities within Berkshire in order to help ensure equality of access to our services.

We have also included a specific question about Neurodiversity, this information will help us improve the accessibility of future consultations as we recognise people process information differently.

Equality monitoring assists us in meeting 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 are able to process your personal data under article 6(1)(c) processing is necessary for compliance with a legal obligation under domestic law, and 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 able to process special category data 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, so that we can comply with our legal obligations under the Equality Act 2010.

What we do with it

We will only process this data for the purpose of developing our automatic fire alarm response and assessing the public response to our proposals.

All survey responses will be kept secure on our systems and only be accessed by the Consultations Team.

When we analyse and report on the responses we have received, we will ensure no individual can be identified in any published results or reports.

Sharing your information

We are using SurveyMonkey to administer this survey.

SurveyMonkey is a United States company and any personal data you provide may be stored in the United States and other locations where they have offices. SurveyMonkey work under a recognised [Data Privacy Framework](#). For further information, please read the privacy notice available on the [SurveyMonkey website](#).

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 the **Automatic Fire Alarm Consultation** will be retained for **two years**. The anonymised data will be kept if there is a business need.

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

01 March 2024

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FIRE AND RESCUE SERVICE

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