



Safeguarding Children and Vulnerable Adults

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

The personal information that we collect when assessing the need to make a safeguarding referral for children and vulnerable adults is:

- » Contact details such as name, postal address, email address, telephone number
- » Personal information such as date of birth, ethnicity, first language, gender, disability, family information, next of kin/guardian details and any known risk to staff
- » Health and education information such as GP details (if known), name of school (if applicable) and lifestyle information
- » Details about other agencies involved in supporting you
- » Photograph(s) with your consent and if appropriate for example a room or area within a property
- » Details surrounding the concern or vulnerabilities

Why we need it

Royal Berkshire Fire and Rescue Service believes that everyone has the right to live their life free from abuse and neglect. The Service is committed to safeguarding children and vulnerable adults and will report concerns of abuse and work with other agencies to stop abuse occurring.

We collect this information to:

- » Record and evaluate the level of service we provide to the communities in Berkshire, including training delivery



- » Analyse information on the support needed within the communities we serve to ensure inclusion
- » Help to refer you to other services which may benefit you and for the purpose of preventing risk or harm to you or another individual
- » Record information that would indicate a risk to life or property and may be used by operational staff during an incident
- » To provide statistics (anonymised data) for reporting purposes to Local Safeguarding Boards, NFCC and the Government (Home Office, HMICFRS)

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 and 6(1)(c) – Necessary for compliance with a legal obligation.

We 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.

(Fire and Rescue Services Act 2004, Children Act 1989 and 2004, Care Act 2014, Working Together to Safeguard Children 2023, Local Government Act 2000, Mental Capacity Act 2005)

What we do with it

Initially, we will make sure the vulnerable person concerned is not in immediate danger. If the individual is in any immediate harm or danger urgent medical treatment or police intervention will be sought.

A Safeguarding alert is raised and a report is forwarded to the Safeguarding Manager, Safeguarding Support Officer or current Duty Officer who will work alongside other agencies (within the framework of the relevant Local Authority's Multi-Agency Safeguarding Children and Safeguarding Adult procedures) to protect the children and vulnerable adults within Berkshire.



Sharing your information

Royal Berkshire Fire and Rescue Service will work alongside other agencies within the framework of the relevant Local Authority's Multi-Agency Safeguarding Children and Safeguarding Adult Procedures.

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 or to protect individuals from significant harm or abuse.

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 Safeguarding Retention Schedule, which determines the length of time records should be kept.

Consequently, personal information relating to Safeguarding issues will be retained by the Safeguarding Team for seven (7) years for adults and children. Any address noted with a risk or threat of arson will be reviewed annually to ascertain if the risk remains on the property.



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

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ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

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