



Customer Satisfaction Surveys

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

Name, contact details, and your opinions and feedback on our services.

Why we need it

We collect this personal 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) processing is 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 also ask for your consent and therefore are able to process your personal data under article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

We do not request special categories of personal data, but where you provide any information of this type to us, we process this under article 9(2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

What we do with it

We use information from the satisfaction survey responses to monitor our performance and quality of service. We publish summaries of this information as part of our Corporate Reporting and for transparency. These summaries do not identify individuals.

Where a response to the survey expresses dissatisfaction with our service we will use the information you have given us to investigate, and may use your contact information to get in touch to see how we can resolve this, or to ask for further information as part of our complaints process. Please see the [Complaints Privacy Notice](#) for more details.



If you have given us positive feedback we may share this information with individuals involved. We may also get in touch with you for more information.

Satisfaction survey responses are returned to the Intelligence, Risk and Performance Team who keep them in a secure location. This information may be shared with other parts of the organisation in order for us to follow up on complaints or positive feedback.

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 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 Customer Satisfaction Surveys will be retained for 3 years.



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 data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

The rights available to you depend on our reason for processing your information.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

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 - for the public](#).



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

Pincent's 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

May 2025

ROYAL BERKSHIRE **FIRE AND RESCUE SERVICE**

-  [RoyalBerksFRS](#)
-  [@RBFRSOfficial](#)
-  [RoyalBerkshireFire](#)
-  [Royal Berkshire Fire & Rescue Service](#)
-  [rbfrs.co.uk](#)