



# Hydrants and Water Information

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

Contact details (Name, address, telephone numbers, and email address) plus plans of buildings/roads/developments or planning applications and any other information that may be relevant to your enquiry/situation.

## Why we need it

In order to fulfil our statutory obligations and deliver our services efficiently and effectively and provide necessary fire service cover. This will then allow the Response & Resilience Support team to contact you, in relation to hydrant inspections, billing, consultation or other water related enquiries.

## 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 in certain circumstances, article 6(1)(b) – Necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract and 6(1)(c) – for compliance with a legal obligation to which the controller is subject. (Fire and Rescue Services Act 2004, The Water Act 2014, Localism Act 2011, Planning Act 2008)

## What we do with it

The information that you provide will be kept for securely within RBFRS secure network with access only by the Response & Resilience Support team. We will utilise the personal data to contact you in relation to inspections, billing, consultation or other water related enquiries.

Where we are providing a chargeable service, details will be passed to our Finance department for invoicing/billing. Please refer to:

- ✓ Details and payments collected for paid services (special services) privacy notice
- ✓ Financial information relating to Suppliers and Customers of goods and services privacy notice



# Sharing your information

Your details may be passed to the relevant water company for your area, if it is deemed necessary to assist in providing you with the appropriate service or answering enquiries.

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: Water and Hydrants will be retained by the Response & Resilience Support team for up to 6 years.

Information collected and used by our Finance department for billing and account maintenance will be kept for 7 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.](https://ico.org.uk/for-the-public/)



# Who to contact

Our Data Protection Officer can be contacted via:

Email: [DataProtection@rbfrs.co.uk](mailto: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

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# **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE**

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