

Privacy Notice



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Digital Imaging & Film Consent

The categories of the information that we collect, process, hold and share include:

In line with data protection provisions care must be taken if images of clearly identifiable people are taken, processed, published or stored in a filing system.

These images may appear in any or all of the following formats:

- Paper publications
- Photographs
- Videos
- Webcams
- Internet
- Staff Intranet
- Multimedia messaging service (MMS) mobile phones.

Why we collect and use this information

Images can be used by the Service for:

- Case studies of incidents
- Incident debriefs and audits
- Demonstrations of good practice
- Media campaigns
- As part of displays/ exhibitions
- Community fire safety campaigns
- Publishing on the Service website or corporate social media channels
- Inclusion in corporate documents

The lawful basis on which we use this information

Images of members of the public are only taken and used with the individuals' consent. General Data Protection Regulations: 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. Consent will be sort via individual forms.

Storing this information

The Service stores their images in an intranet library held securely and only accessible to Resilient Cornwall Staff. Staff who have taken images, save them on to a disc and send it to the Info Hub team at SHQ, or alternatively email copies of the images to the Info Hub team at: infohub@fire.cornwall.gov.uk Included with the images will be copies of consent forms, details of who took the images, what they are of, and the date of the event/incident. The Info Hub team will confirm receipt of the images and then

locally saved copies of the images will be deleted and removed from the device (e.g. camera or mobile phone) used to take them.

Images which have consent will be destroyed by the Info Hub team once consent has been withdrawn, which will normally be based upon the timeframe specified on the consent form (usually five years from date of capture) or upon written notification from the person who signed the consent form.

Images of Service personnel will be retained for the duration of an employee's service, unless the Info Hub team are advised otherwise.

Who we share this information with and why

All images obtained by staff whilst on duty remain the property of the Service. Images will only be used or viewed by third parties (i.e. Press) if consent by the individual has been given.

Requesting access to your personal data and your rights

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

You are legally entitled to request access to any information about you that we hold, and a copy using the subject access request. Use the links below to find out more:

[Data Protection web page](#)

[Rights of Access, Rectification and Erasure Request](#)

Contact details of the Data Protection Officer

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

Address: Data Protection Team,
Cornwall Council,
County Hall, Truro, TR1 3AY

Telephone: 01872 326424

Email: dataprotection@cornwall.gov.uk

Further information

If you have concerns about the use of your personal data, the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

If you would like to know more about Resilient Cornwall, including Cornwall Fire & Rescue Service, the information we hold about you and how we handle that information and keep it safe:

www.cornwall.gov.uk/fire

To find out more about the data collection requirements placed on us by the Home Office (for example; regarding incidents and prevention work) go to

<https://www.gov.uk/government/collections/fire-statistics>