

# Privacy Notice



**CORNWALL**  
**FIRE & RESCUE SERVICE**  
A service of Cornwall Council

## Mini Bus Booking System

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

The information we collect includes:

- Name
- Work Address
- Email
- Work Phone number

### Why we collect and use this information

To enable us to effectively book Minibus training. There is a revalidation process every three years so on the anniversary of the third year we will contact you to remind you to revalidate your minibus training.

### The lawful basis on which we use this information

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;

The collection and use of the above personal information is that it is necessary for the minibus driver development course to be compliant with the council insurance driver training policy.

### Storing this information

This information is stored within a database which is held on the Cornwall Council Servers. Access is restricted and the data is only accessible to those with the link to the database. This information is stored for three years to allow us to show your compliance. After three years the data is deleted.

### Who we share this information with and why

This information is shared with the instructors and external contractors who are commissioned to deliver the minibus driver development course or D1 category training.

### 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](mailto: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](http://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](http://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>

Email: [dataprotection@cornwall.gov.uk](mailto:dataprotection@cornwall.gov.uk)