

Privacy Notice



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Site Specific Risk Information

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

The majority of information we collect, and process, for the purposes of Site Specific Risk Information is non-personalised.

Name and contact details for the following categories of data subject:

- responsible person of a business/commercial premises (on behalf of the business/organisation in question to contact in emergency)
- landlord/property owner

Non-personalised include:

- Premise use and details
- Hazards/Risks
- Operational Considerations, including access and egress routes for fire service vehicles.
- Environmental Considerations
- Construction Description
- Fixed Installations
- Firefighting medium, including water supplies

Why we collect and use this information

Cornwall Fire and Rescue Service have a responsibility for the health, safety and welfare of their employees. This runs parallel to a responsibility to mitigate the risk from fire (and other emergencies) to the community and to the society that it serves, and the environment within which it operates.

Fire and Rescue Services need effective arrangements for accurate, relevant and timely information of identified hazards and known risks specific to a premises/site and must be made available to ensure the safety of firefighters. Information gathering and analysis of that information is of critical safety importance as it can be used to deliver appropriate training for personnel exposed to specific risks.

Failure to provide the information may mean there is a breach of the Fire and Rescue Services Act 2004. To view the act:

<http://www.legislation.gov.uk/ukpga/2004/21/contents>

The lawful basis on which we use this information

We need your information to carry out our statutory duties under the Fire and Rescue Services Act 2004, complying with a legal obligation.

Article 6(1)(c) - processing is necessary for compliance with a legal obligation to which the controller is subject.

This provides that Fire and Rescue Authorities must make arrangements for:

- Obtaining necessary information for the purposes of: extinguishing fire and
- Protecting lives and property from fires in its area (Section 7); rescuing and
- Protecting people from harm from road traffic accidents in its area (Section 8); or for dealing with any other emergency function other than fires and road traffic accidents in its area, conferred upon them under Section 9. It is, therefore, worthy of particular note that this guidance is not solely directed towards information for firefighting.

Section 45 provides the powers of entry for an authorised officer to enter a premises at any reasonable time for the purposes of obtaining information needed to discharge the functions of Sections 7, 8 or 9 or if there has been a fire in the premises. Where an authorised officer enters a premises they may: take with them any other persons, and any equipment, that they considers necessary; or require any person present on the premises to provide them with any facilities, information, documents or records, or other assistance, that they may reasonably request.

- The Fire and Rescue Services (Emergencies) (England) Order 2007
- Civil Contingencies Act 2004
- The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005

The Act, places a duty on a Fire Service to obtain and provide information as part of its provision to deal with fires and other emergencies. This information is used by operational personnel during an incident to provide an effective response as well as to safeguard them and the community.

To view the act: <http://www.legislation.gov.uk/ukpga/2004/21/contents>

Collecting this information

Any personal information obtained for this process will be either provided by the individual themselves, from the organisation subject to the site specific risk activity or from other legitimate sources. Any written correspondence that is sent in relation to site specific risk information will signpost to the addressee where they can obtain a copy of this privacy notice and related policies.

Storing this information

The site specific risk information will be held electronically against the premises ID on our Community Fire Risk Management Information System. The retention of this data will be dictated by the risk of the premises. This information is kept securely and used by operational and control staff to manage responses to incidents as well as to maintain contact with the named person to keep the risk information up to date and relevant. Once the information is no longer relevant for purpose, such as demolition of premises or change of use for the premises it will be destroyed.

Any personal information held in emails, letters or other paper files will be scanned into the above system against the premises ID and paper copy securely shredded. All information security controls, document retention and practices are as per the associated Cornwall Fire, Rescue and Community Safety Service policies.

Who we share this information with and why

If the building we hold the risk information for is near a county boundary and likely to attract an attending appliance from a neighbouring fire service, the risk information will be shared with that service. Cornwall Fire and Rescue Service have entered into arrangements with Devon and Somerset Fire and Rescue Service under section 13 and section 16 of the Fire and Rescue Act 2004. To provide site specific risk information held on premises at the border areas that either services staff could attend on an operational incident.

Appropriate information will also be disseminated to other Category 1 & 2 responders, such as other emergency and statutory authorities, where a multi-agency response is required, in accordance with our obligations under the Civil Contingencies Act 2004. To find out more about the Civil Contingencies Act 2004 and Category 1&2 responders: <http://www.legislation.gov.uk/ukpga/2004/36/contents>

Individual Information Rights

Below is a brief summary in relation to personal information held for business fire safety activities:

- The individual has the right of access to what personal information we may hold for our service by contacting the Cornwall Council Data Protection team.
- In some circumstances, individuals who are subject to legal proceedings are unable to exercise all of their information rights, such as objection to processing and data erasure.
- The information held by Cornwall Fire, Rescue and Community Safety Service is not eligible for data portability or subject to automatic processing.
- If an individual is no longer acting as the responsible person for that organisation, or if the premises landlord and has sold the premises in question, please contact a member of the administrative support team 01726 223620, sstadmin@fire.cornwall.gov.uk or by writing to us at: Service Support Team, Cornwall Fire, Rescue and Community Safety Service, Service Headquarters, Tolvaddon, TR14 0EQ

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>