

Humberside Fire and Rescue Service

Privacy Notice – Data Protection Rights and Breaches

1. Scope

This Privacy Notice describes how Humberside Fire and Rescue Service (“the Service”) manage the personal information it processes when affected by a data breach and how we ensure the data protection rights of the people whose data we process.

2. Aim

Under data protection law, individuals have a right to be informed about how we as a Service use any personal data that we hold about you, why we need it and what protections are in place to keep it secure.

3. Personal Information we collect and/or process

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection laws, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this. We will tell you what you need to do if you do not want to share this information with us.

We collect and process the following information:

- Personal information (such as full name, date of birth, residential address)
- Contact details (such as e-mail addresses, telephone numbers)
- Details of your request or concern, including allegations made against Service employees
- Any information within the Service’s records or data systems which may have been affected by a data breach, are the subject of a data protection complaint or, that are being considered for disclosure.

We may collect this information in the following ways:

- Website ‘Contact us’ form
- Telephone
- E-mail
- Letter
- Face-to-face
- Social media platforms

4. Reasons we collect and use your personal information

We need to collect and use your personal information for a number of purposes, including:

- To respond to requests made under access to information legislation in accordance with the Data Protection Act 2018 (including requests for access, erasure, rectification of data and restriction of or objection to how we process your data)
- Investigate concerns about the Service's handling of personal data
- Investigate and take action on information security incidents including data breaches that involve personal data
- Develop information governance policies, guidance and training for the Service
- Provide information governance advice and support to all areas of the Service, including the development of Data Protection Impact Assessments (DPIAs)
- Oversee the Service's compliance with transparency requirements, including the publication of the personal data of certain staff

The Service may also process your personal data in order to respond to requests for disclosure for the following reasons:

- For the prevention or detection of crime
- For the apprehension or prosecution of offenders
- For the assessment or collection of a tax or duty
- Where disclosure is required by law
- In connection with legal proceedings

Any personal data supplied will only be lawfully processed in accordance with the Data Protection Act 2018.

The legal basis for us processing this personal information is:

- GDPR Article 6(1)(a) – the data subject has given consent for the processing of his or her personal data for one or more specific purposes.
- GDPR Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.
- GDPR 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.

In addition, the legal basis for processing any special categories information is:

- GDPR Article 9(2)(g) – processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

5. Sharing and disclosing your personal information

We routinely share relevant information internally with other departments within the Service to enable investigations to be carried out and requests to be fulfilled.

We may disclose your information to others, but only where this is necessary either to comply with our legal obligations or as permitted by data protection legislation or, where you consent to the information being shared.

We may share your personal data externally with the following:

- Police
- HM Revenue & Customs
- Department for Work and Pensions
- Information Commissioners Office (ICO)

The reasons we may share your data are as follows:

- It is required by law
- Any person may be at risk of harm if the information is not shared
- The interests of disclosure outweigh any privacy impacts on individuals
- It is necessary for the legitimate interests of another party, for example law enforcement purposes or in connection with legal proceedings

We will not pass your personal information to external organisations for marketing or sales purposes or for any commercial use without your prior express consent.

6. Protecting your personal information

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone not required and authorised to do so. Information about the Information Technology security standards we use to protect your personal information can be obtained from the Service's Digital Services Unit.

When we use third party organisations to process information on our behalf, we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for the Service. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them. The Services does not transfer your personal information outside the European Economic Area.

7. How long we will keep your data

The Service has retention schedules in place to ensure that information is only

held for as long as it is needed. We will not keep your information for longer than is required by law. Your information will be disposed of in a controlled and secure manner in accordance with the Service's Records Management and Data Quality Policy. For more information on our data retention schedule and how we keep your data safe, please visit the intranet or contact Corporate Assurance, whose details can be found in Section 10 of this notice.

8. Requesting access to your details

If you have any questions about the personal information that we hold about you please contact Corporate Assurance, whose details can be found in Section 10 of this notice.

9. Your rights as a data subject

The rights that you have depend upon the grounds upon which we collected your information.

In most cases, people who have contacted the Service with as a result of a consultation will have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you;
- **Right of rectification** – you have a right to correct information that we hold about you that is inaccurate or incomplete;
- **Right to erasure** (right to be forgotten) – in certain circumstances you can ask for some of the information we hold about you to be deleted from our records;
- **Right to restrict processing** – where certain conditions apply, you have the right to request a restriction in the way we use your data;
- **Right to object** – you have the right to object to certain types of processing such as direct marketing;
- **Right to judicial review:** in the event that the Service refuses your request under rights of access, we will provide you with a reason why the request has been refused. You have the right to complain.

10. Contact Details

If you wish to speak to the Service about how it handles your personal information, or wish to exercise any of your rights, please contact:

Humberside Fire and Rescue Service Headquarters,
Corporate Assurance Section,
Summergroves Way,
Hull.
HU4 7BB

Phone:(01482) 565333

Email: dataprotection@humbersidefire.gov.uk

In the event that you wish to make a complaint about how your personal data is being processed by the Service (or third parties under contract) or, how your complaint has been handled, please contact the above in the first instance. If you are not satisfied with our response or the way we handle your information, you have the right to lodge a complaint directly with the Information Commissioner.

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow
Cheshire
SK9 5AF