Lancashire Fire and Rescue Service Privacy Notice Requests for Information under the Freedom of Information Act 2000 and the Environmental Regulations 2004

This General Data Protection Regulation (GDPR) Privacy Notice relates to requests for information under the above mentioned legislation.

# What is the purpose of this document?

Lancashire Fire and Rescue Service (LFRS) is committed to protecting the privacy and security of your personal / sensitive information.

Your privacy is important to us. This privacy statement explains what personal data we collect 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).

LFRS is the data controller for the information held about you. If you have any queries about the process or how we handle your information please contact us at Information Governance, Lancashire Fire and Rescue Service, Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH.

# How is your personal information collected?

Your contact details (your name and either your postal address, telephone number and/or email address), details of your enquiry and any other relevant information you feel may help us in dealing with your request.

# Why we need it?

LFRS aims to ensure that the public have access to a wide range of information.

We need to collect this information to provide you with a response to your request for information and that the outcomes are logged for monitoring purposes to ensure compliance with the legislation.

# What will we do with the information you provide us?

We will only use the personal information we collect to process your enquiry and to check on the level of service we provide.

Your contact details are logged by the Information Governance Team and only the details of your request are sent to the relevant department to assess whether the request is clear and whether the information is held. They will then extract and gather the information you have requested.

We do not usually disclose your identity to the relevant department as requests for Information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 should be considered without reference to your identity or motive. However, these may be taken into account in some limited circumstances.

# Sharing your information

We may need to disclose certain information to the Information Commissioner’s Office (ICO) if it is deemed necessary.

There are a number of other 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 is 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 an 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).

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.

# Lawful basis for processing

The information collected by LFRS relating to Freedom of Information and Environmental Information Regulation requests is not classed as a Special Category Data, and as such we only require a legal basis under Article 6 of the GDPR.

**General Data Protection Regulation**

The condition for processing under the GDPR will be:

* Article 6(1)(c) of the GDPR the processing is necessary for the compliance with any legal obligation to which the controller is subject.

# Automated decision making, including profiling

When Lancashire Fire and Rescue Service process your information, we will not process your data to make a decision by wholly automated means.

# Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

# 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: a request for Information will be retained for two financial years (plus the current year).

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.

# Your Rights

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

* Request sight of the information that we are holding on you
* Request the rectification of any inaccurate personal data
* Request erasure of personal data
* Request restriction of processing
* Object to the processing of your data
* Data portability
* Lodge a complaint with the Information Commissioner’s Office
* Request to withdraw consent where the processing is based on consent To find out more about your rights [click here](https://www.gov.uk/data-protection#%3A~%3Atext%3Dconvictions%20and%20offences.-%2CYour%20rights%2Caccess%20personal%20data).

If you have any concerns or would like to discuss how we use your information, please contact:

Information Governance

Lancashire Fire and Rescue Service Fire Service HQ

Garstang Road Fulwood Preston

PR2 3LH

Email: [infogov@lancsfirerescue.org.uk](mailto:infogov@lancsfirerescue.org.uk) Telephone: 01772 866842

Or:

The Data Protection Officer

Lancashire Fire and Rescue Service Fire Service HQ

Garstang Road

Fulwood

Preston

PR2 3LH

Email: [infogov@lancsfirerescue.org.uk](mailto:infogov@lancsfirerescue.org.uk)

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk/)

Telephone: 0303 123 1113

# Changes to this Privacy Notice

We keep this privacy notice under regular review. It will be reviewed at least once every 3 years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidelines.

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| Last Review: | 24 July 2023 |
| Next Review: | 24 July 2026 |