

# **Lancashire Fire and Rescue Service**

## **Privacy Notice – Site Specific Risk Information**

Although the majority of information we collect, and process, to obtain Site Specific Risk Information is non-personalised, we have designed this privacy notice to help you understand how we would use any personal information that we might have collected from them.

### **Why do you need to process my information and how will it be used?**

We need your information to carry out our statutory duties under the Fire and Rescue Services Act 2004.

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.

This type of information is normally referred to as 'risk information', and to obtain it we identify premises that could pose a risk and undertake an assessment of those risks.

During this process the personal information collected would be contact details so we have a point of contact.

The non-personal information collected helps us during an incident, and would include items such as type and construction of any buildings, occupancy rates, additional hazard details such as type and volume of chemicals or cylinders stored on the site, access and egress routes for fire service vehicles. If classified as a heritage risk, then information can be collected on artefacts to be salvaged. These would only be included with the owner's consent.

Failure to provide the information may mean you are in breach of the Fire and Rescue Services Act 2004. To find out more about the Fire and Rescue Services Act 2004 [click here](#).

## **Lawful basis for processing**

Under the Fire & Rescue Services Act 2004, we have a duty to extinguish fires and protect life and property in the event of fires and road traffic collisions, and a power to respond to other eventualities that causes or likely to cause, death, injury, illness or harm to the environment.

## **General Data Protection Regulation**

The condition for processing under the GDPR will be:

- **Article 6(1)(e) of the GDPR**, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller.

## **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.

## **Who will have access to the information?**

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.

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. 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 [click here](#)

## **How long will you keep hold of my information?**

This information is kept until superseded; we aim to check risk information annually for those identified as high risk and every 3 years for low risk.

## **Is there anything else I need to know when it comes to my personal information?**

To find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further, please see below.

## 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](#).

## 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.

## Contact Us

If you have any concerns or would like to discuss how we use your information, please contact the Knowledge and Information Officer via:

Knowledge and Information Officer (Info Governance)  
Service Development Department  
Lancashire Fire and Rescue Service  
Fire Service HQ  
Garstang Road  
Fulwood  
Preston  
PR2 3LH  
Email: [infogov@lancsfireandrescue.org.uk](mailto:infogov@lancsfireandrescue.org.uk)  
Telephone: 01772 866907

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