

Protection and Organisational Performance privacy notice

The Chief Fire Officer of Cheshire Fire and Rescue Service (CFRS) is the data controller for personal data that we collect about you.

CFRS has a joint team for Protection and Organisational Performance and this notice provides information about how your data is used for both purposes.

Protection work

The type of data we process

We process your personal data in order to meet our obligations to provide fire safety advice to businesses under the Fire and Rescue Services Act 2004 and to perform our duty to enforce the provisions of the Regulatory Reform (Fire Safety) Order 2005 (“the Fire Safety Order”).

Under the Fire Safety Order 2005 businesses have a statutory obligation to take general fire safety precautions to ensure their premises are safe. Businesses provide us with certain personal data for fire safety and enforcement purposes.

In order to meet our obligations to enforce fire safety or investigate fires certain personal data may be processed under the Law Enforcement section of the Data Protection Act 2018.

We also investigate the cause of fires and fire officers record details of their visits and produce reports.

Where your data may be shared

We disclose data relating to fire safety enforcement to other prosecuting agencies including Trading Standards and the HSE and enter prosecution information on the national police database.

We also enter details of enforcement, prohibition and alteration notices on the National Fire Chief Council’s enforcement register in order to comply with the Environment and Safety Information Act 1988.

As part of multi agency working information is shared with partner agencies where necessary, for example immigration issues are forwarded to UKBF and safeguarding concerns are shared with local authorities.

Organisational Performance

The type of data we process

The department also has responsibility for our response to the Home Office Inspection regime (HMICFRS). The team supports HMICFRS in the audit and assessment of our

performance against criteria. This involves the presentation of data and information as required by the Inspectorate. We also analyse internal performance information.

Where your data may be shared

Most of this data is anonymous statistical data but some of this data may be personal data. We have a legal obligation to provide this information when inspected and where personal data is involved HMICFRS will comply with its obligations under data protection legislation.

We retain data obtained as part of fire investigations for 15 years and data processed under the Fire Safety Order for 7 years. (see retention policy for details if required)

We do not transfer your personal data to any third countries or international organisations and we do not use any automated decision making or profiling.

Your Rights

You have a number of rights relating to your data, and these rights vary depending on the reasons for processing your data:

- You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions particularly relating to law enforcement, which means you may not receive all the information we process.
- The right to object to processing (if applicable). This right depends on whether we have a strong and legitimate reason for processing your data or a contractual obligation. It is most likely to apply where we are providing business safety guidance and advice.
- You have the right to ask us to rectify information you think is inaccurate or incomplete. This right always applies.
- You have the right to ask us to erase your personal information in certain circumstances. This is most likely to apply where we provide business advice or services with your consent.
- Where you have given us data, usually with your consent, you have a right to ask us to transfer your data to another agency.

If you have any informal queries about your employee data please contact the HR team in the first instance.

If you wish to exercise your formal Data Protection rights please send your request to Freedom-of-Information@cheshirefire.gov.uk

If you have concerns regarding the collection and use of information please contact the Data Protection Officer (who is part of the Joint Corporate Services with Cheshire Constabulary):

The Data Protection Officer,
Cheshire Constabulary HQ,
Clemonds Hey,
Oakmere Road,
Winsford,

CW7 2UA

Telephone: 01606 362384

Email: requests@cheshire.pnn.police.uk

You also have the right to ask the Information Commissioner to make an assessment if you believe that you have been adversely affected by the way Cheshire Fire and Rescue Service have handled your personal data. You can contact the Information Commissioner at www.ico.gov.uk