

FAIR PROCESSING AND PRIVACY NOTICE

National Fraud Initiative (NFI)

Who we are and our contact details

Leicestershire Fire and Rescue Service (LFRS) [us/we/our] are a Public Authority and the Data Controller for determining the purpose and means of processing your personal data. Personal data means any information about a living individual who could be identified. You can contact us:

Address:

The Data Protection Officer,
Information Governance Department,
Leicestershire Fire and Rescue Service Headquarters,
12, Geoff Monk Way,
Birstall,
Leicester

LE4 3BU

Email: **dpo@leics-fire.gov.uk**

Telephone: 0116 210 5555

Or via our **Social Media Channels – See our Website Homepage for links:** [Data Protection, Your Privacy & Website Cookies \(leics-fire.gov.uk\)](#)

Why we collect your personal data

We are required by law to protect the public funds we administer and as a Public Authority organisation, we participate in the National Fraud Initiative. The National Fraud Initiative is a bi-annual exercise that matches electronic data usually personal data within and between public and private sector bodies to prevent and detect fraud. It is operated by the Central Government Cabinet Office under its statutory data matching powers set out in the Local Audit and Accountability Act 2014 (the 2014 Act).

The categories of individuals

Employees

Temporary employees including Intern and Agency

Volunteers

Apprentices

Partner Authorities/Organisations

Suppliers / Service Providers

Community

Consultants

Contractors

Our lawful reasons for processing your personal data

LFRS has due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent data protection legislation. The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require your consent as an individual concerned. The lawful basis for processing your personal data are set out in Article 6 of the UK GDPR. For the purposes of the National Fraud Initiative we are applying:

Article 6(1)(e) Statutory duty and public task: 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;

Data matching by the Cabinet Office is subject to a [Code of Practice](#).

View the [National Fraud Initiative privacy notice](#) for further information on the Cabinet Office's legal powers and the reasons why it matches particular information.

Who we share your personal data with

We may share information provided to us with other bodies responsible for auditing, administering public funds, or where undertaking a public function or statutory duty, in order to prevent and detect fraud. This includes the Department for Work and Pensions, other local authorities, His Majesty's Revenue and Customs, and the Police. We also participate in the Cabinet Office's [National Fraud Initiative](#). We are required to provide particular sets of data to the Cabinet Office for each data matching exercise.

Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information.

Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made whether there is fraud, error or other explanation until an investigation is carried out.

How we store your personal data and how long we keep it

We will store and retain your personal data including financial data in accordance with existing LFRS Finance Department information governance processes and our Finance Department Information retention Schedule.

Security - We will only submit your personal data through the [secure NFI web application](#) and will as a minimum password protect each dataset once extracted from the relevant systems.

Your individual rights

In general, you have the right to request that LFRS:

- Provides you with details of your personal data held, gives access to you and where appropriate provides you with a copy of your personal information
- Corrects any errors in your personal data we find during our business processes, or are informed of and restrict processing of your personal data until completed
- Considers your objection to the processing of your personal data and depending upon the service and legal basis, stops all or some of that processing. "Processing" means the collecting, storing, amending, disclosing, sharing, archiving and destruction of your data
- Erases your personal information, depending on the service and legal basis deletes all or some of your personal data
- Withdraw your consent for us to further process your personal data, if consent is used by us as the legal basis for the service
- Informs you any of automated decision making, including profiling for the service (Note: Please be advised we do not currently use automated decision making)

Where possible we will try to meet your request, but we may need to retain or process information to comply with a legal duty or our policies and procedures.

Enquiries about our participation in the National Fraud Initiative should be addressed to our Finance Manager.

Telephone: 0116 210 5555 (Switchboard)

Email: accountancy@leics-fire.gov.uk

Data Protection information, requests and concerns

If you would like to exercise your individual rights or discuss anything in this Privacy Notice, please contact our Data Protection Officer (DPO) – See top of page 1.

If you have concerns about the use of your personal data we encourage you first to contact our DPO as concerns can often be resolved very quickly. If you remain concerned then 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-protectionregulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:
<https://ico.org.uk/concerns/>

Review

Revised July 2023.

Next review July 2024.