

FAIR PROCESSING AND PRIVACY NOTICES

Short Privacy Notices for letters and forms used by Leicestershire Fire and Rescue Service

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 \(leics-fire.gov.uk\)](https://www.leics-fire.gov.uk/Data-Protection-Your-Privacy-Website-Cookies)

Risk 1

[Community – Commercial]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to contact you to make appointments for visits to your property or to discuss site specific risks with you. Your personal data is held securely on our system and will not be shared with any other third party unless we are legally required to do so. The information you provide will be retained for future communication with you unless you instruct us to remove it. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – 16/08/18

Home Safety Check (HSC)

[Community - Residential]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to contact you to make appointments for visits to your property or to discuss matters about your property with you. We may also use the information to contact you after our visit to ask you about the service we provided, this is for our monitoring purposes. Equality information is processed with your consent for monitoring purposes only and will be anonymised. Your personal data is held securely on our system and will not be shared with any other third party unless you give us your permission, we deem it necessary to protect your health or well-being, the health or well-being of others or we are legally required to do so. The information you provide will be retained for future communication with you unless you instruct us to remove it. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Home Safety Check (HSC) - Conducted on Video Conferencing [Community - Residential]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We will use the information you provide in this Video Conferencing meeting to conduct a virtual home safety check and securely record it on our systems. Do you give your consent for us to proceed with this call and therefore have access to the images you show us on your device camera for this purpose?

YES – Carry on

NO – Inform them that you will not be able to carry on with the Video Conferencing meeting without their consent

Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Home Safety Check (HSC) - Conducted on Telephone [Community - Residential]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. With your consent, we record personal information about you in order for us to contact you to perform a Home Safety Check (HSC) over the telephone that involves discussing matters about your property with you. We may use the information you provide to make appointments for visits to your property if we agree that a visit would be beneficial. We may also use the information to contact you after our visit to ask you about the service we provided, this is for our monitoring purposes. Equality information is processed with your consent for monitoring purposes only and will be anonymised. Your personal data is held securely on our system and will not be shared with any other third party unless you give us your permission, we deem it necessary to protect your health or well-being, the health or well-being of others or we are legally required to do so. The information you provide will be retained for future communication with you unless you instruct us to remove it.

Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Fire Protection letters - Asking (Confirmations of appointment, Article 27 etc)

[Community – Commercial]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. We may also use the information to contact you to ask you about the service we provided, this is for our monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. The information will be held for a period of time defined in our retention and disposal schedule. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Fire Protection letters - Prohibition/Enforcement/Other standard letters

[Community – Commercial]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. The personal information we hold about you will be used in order for us to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. We may also use the information to contact you to ask you about the service we provided, this is for our monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. The information will be held for a period of time defined in our retention and

disposal schedule. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Gym Induction/Fitness Test Form

[Employees/other staff]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to provide to you the service of gym induction or fitness testing. We may also use the information to contact you to ask you about the service we provided, this is for our monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. The information you provide will be held for a period of time defined in our retention and disposal schedule, you also have the right to request that we stop processing your personal data. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB - 20/09/18

Fire Cadets Scheme

[Community]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information in order for us to enrol the child on the Fire Cadet Programme, to safely manage activities carried out during programme delivery and to keep you informed of related events. We record ethnicity information for service monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so, for example if there is a Safeguarding issue. The information you provide will be held for a period of time defined in our retention and disposal schedule, you also have the right to request that we stop processing your personal data. Further information can be

obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Fire Skills Scheme

[Community]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information in order for us to enrol the child on the Fire Skills Programme, to safely manage activities carried out during programme delivery and to keep you informed of related events. We record ethnicity information for service monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so, for example if there is a Safeguarding issue. The information you provide will be held for a period of time defined in our retention and disposal schedule, you also have the right to request that we stop processing your personal data. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Service Operational Training Exercise

[Employees/Other staff/Community/Other Emergency organisations and partner agencies]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information to assist and aid in Learning & Development in operations, procedures, Incident Command and to support compliance with the Health & Safety At Work Act 1974. We may capture video image and audio using cameras, body worn video and drones. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. We may share video images and audio with partners in the spirit of best practice set out

in the Civil Contingencies Act 2004 for training purposes, exercising of JESIP and collaboration opportunities which may include TCG/SCG scenarios.

The information will be held until outdated by procedure or policy deems the footage obsolete and then we will securely delete it. You have the right to request that we stop processing your personal data providing your reasons of concern in writing. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Firefighter Have A Go Days (including post event Snap Survey)

[Community]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We are collecting your personal data required on this form for the purposes of registering you on our recruitment 'Firefighter Have A Go Day' and relevant communication with you. We may also contact you after your attendance using the email you provided to us to ask you about your experience and to improve the experience for future events. The data will be held securely and only retained for the minimum amount of time required to process your interest and thereafter for a further 3 months before permanently deleting. By providing your name, email address and postcode you are giving consent for LFRS to process your personal data. If you wish to withdraw your consent to processing or require further information about how we process your personal data contact our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

FF Recruitment Career Days

[Community]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We are collecting your personal data required on this form for the purposes of registering your interest on our recruitment contact list and relevant communication with you. We may also contact you after your attendance at our career day using the email you provided to us to ask you about your experience and to improve the experience for future events. The data will be held securely and only retained for the minimum amount of time required to process your interest that will be 12 months or the next Firefighter recruitment whatever occurs first. By providing your name, email address and postcode you are giving consent for us to process your personal data. If you wish to withdraw your consent to processing or require further information about how we process your personal data contact our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

External Building/Site CCTV Request

[Employees/Other staff/Community/Other Emergency organisations and partner agencies]

Leicestershire Fire and Rescue Service (LFRS) is the Data Controller under the Data Protection Act 2018. We are collecting your personal data required on this form for the purposes of processing your request for CCTV footage and relevant communication with you. The data will be held securely and retained in accordance with our personal data retention/disposal schedule this will usually be for 3 years. By providing your name, home address/business address, email address, telephone contact details and information relating to the circumstances of the CCTV footage you are giving consent for us to process your personal data. If you wish to withdraw your consent to processing or require further information about how we process your personal data, contact our Data Protection Officer via email: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

Vulnerable Persons (VP) Subject Report [Employees/Other staff]

This Vulnerable Person (VP) Subject Report form is intended solely for the internal use of Leicestershire Fire and Rescue Service (LFRS) staff. Usage of this form and its content is limited to the specific purpose of communicating VP subject information to support provision of services to the VP; this includes but is not limited to, case discussion, VP referral and Home Safety Check (HSC) job creation. It is the responsibility of the user of the form to ensure that all recorded personal and sensitive data remains strictly private and confidential. Staff are not permitted to reproduce, divulge or otherwise communicate this form to any person other than those with a legitimate need or legal requirement. Storage of this form must be secure and remain within LFRS internal systems at all times; the duration of storage must not exceed what is reasonable or necessary and comply with LFRS personal data retention/disposal schedules. This form must not be duplicated printed or shared beyond any LFRS staff directly required to facilitate the fore-mentioned activities, on completion of which the user is responsible for ensuring its complete and secure disposal. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Incident Command Assessment – Recording [Employees]

Sound/video recordings of individuals, including staff, are personal data where an individual can be directly or indirectly identified. This privacy notice is therefore designed to help you understand how and why the sound/video recording is captured and used by us.

The sound/video recording is used for “Assessments” and will be kept by us until your next “Assessment”. This may be used for appeals, standardisation and or training after which it will be destroyed in a secure manner.

Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

Author: IB – 07/10/2020

PMB – Last revised 18/07/2023

HR Leavers – Employee Exit Survey

[Employees]

Data Protection Fair processing and Privacy Notice – Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to:

1. To understand why employees leave the service
2. To help identify any areas where retention is an issue and where required put improvement measures in place
3. To provide us with an effective tool to improve the way that we manage, support and listen to our employees

We will collect your personal information to use for this specific purpose and only the minimum we need. Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations in relation to your employment as the lawful condition for us to do this. We also need an appropriate lawful reason to process your sensitive personal data. In this case we are processing your sensitive personal data because of our legal requirement to promote equality of opportunity in all our public functions under the Equalities Act 2010. We may share information recorded in this form with others in the Service, it will first be anonymised so you cannot be identified. Your personal data is held securely on our system and will not be shared with any other third party outside of the Service unless we have your consent to do so or as required by law. The information you provide will be held for a period of time defined in our retention and disposal schedule that is 7 years from your end of employment date, you also have the right to

request that we stop processing your personal data. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

On Call FF Recruitment Assessment Details

[Community]

Leicestershire Fire and Rescue Service (LFRS) is the Data Controller under the Data Protection Act 2018. We are collecting your personal data required on this form for the purposes of registering you with our third party suitability assessment centre (XXXX) and relevant communication with you. The data will be held securely by LFRS and only retained for the minimum amount of time required to process your interest and thereafter for a further 3 months before permanently deleting. The third party company will delete your data after the assessment has been made and the results provided to us. By providing your name and email address you are giving consent for LFRS to process your personal data for this purpose. If you wish to withdraw your consent to processing or require further information about how we process your personal data, contact our Data Protection Officer via email: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PB – Last revised 18/07/2023

Learning and Development – Fire Training Unit (FTU)

[Employees]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the UK GDPR and Data Protection Act 2018. We record personal information about you in order for us to:

1. Assess that you are fit and well prior to entering the FTU
2. Record your performance whilst in the FTU

3. Debrief and assess your performance in the FTU after you have completed the exercise

4. Record training, learning and qualifications on Oracle

We will collect your personal information to use for these specific purposes and only the minimum we need. Data protection law allows us to process your information within certain conditions. In this case 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 (the Service). We also need an appropriate lawful reason to process your sensitive personal data (health). In this case processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller (the Service) or of the data subject in the field of employment. We may share information recorded in this form with others in the Service, it will only be for a defined purpose such as a Health and Safety investigation, injury or equipment failure following an incident in the FTU that you were involved in. Your personal data is held securely on our system and will not be shared with any other third party outside of the Service unless we have your consent to do so or as required by law. The information you provide will be held for a period of time defined in our Register Of Processing Activity (ROPA), you also have the right to request that we stop processing your personal data. Further information can be obtained from our Data Protection Officer by emailing dpo@leics-fire.gov.uk or telephone 0116 210 5555

PMB – 29/12/2021

Business Fire Safety Workshop

[Community – Commercial]

Leicestershire Fire and Rescue Service (LFRS) is the Data Controller under the UK GDPR and Data Protection Act 2018. We are collecting your personal data required on this form for the purposes of registering you on our Business Safety Workshop and relevant communication with you. We may also contact you after your attendance using the email you provided to ask you about your experience, and to contact you about future events and initiatives. By providing

your name, email address, business address (and a telephone number) you are giving consent for LFRS to process your personal data. If you wish to withdraw your consent to processing or require further information about how we process your personal data, contact our Data Protection Officer via email: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Positive Action – Group Mentoring Session – Recruitment

Positive Action

[Community]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. By participating in this recruitment mentoring session you agree that any information relating to you that you choose to disclose by whatever means may be shared with others within the group. This includes personal data and special category data as defined in the Data Protection Act 2018. If you require further information about how we process your personal data, contact our Data Protection Officer via email: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Request for OH support and Initial Muscular Skeletal (MSK)

Injury assessment forms

[Employees]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information about you in order for us to provide to you the service of support for a muscular skeletal injury, this includes personal data and special category data including your health data. We may also use the information to contact you to ask you about the service we provided, this is for our monitoring purposes. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. The information you

provide will be held for a period of time defined in our retention and disposal schedule, you also have the right to request that we stop processing your personal data. We may anonymise your injury data, meaning you cannot be identified, to use for it for trend analysis and reporting purposes. Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB - 26/06/2023

Service operational Exercises

[Employees/Staff/Community/Other Emergency Services and Partner Agencies]

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We record personal information to assist and aid in Learning & Development in operations, procedures, Incident Command and to support compliance with the Health & Safety At Work Act 1974. We may capture video image and audio using cameras, body worn video and drones. Your personal data is held securely on our system and will not be shared with any other third party unless we have lawful basis to do so. We may share video images and audio with partners in the spirit of best practice set out in the Civil Contingencies Act 2004 for training purposes, exercising of JESIP and collaboration opportunities which may include TCG/SCG scenarios. The information will be held until outdated by procedure or policy deems the footage obsolete and then we will securely delete it. You have the right to request that we stop processing your personal data providing your reasons of concern in writing. . Further information can be obtained from our Data Protection Officer by emailing: dpo@leics-fire.gov.uk or telephone: 0116 210 5555

PMB – Last revised 18/07/2023

Fire Safety Inspections Feedback Survey

Leicestershire Fire and Rescue Service regard your privacy as important and comply with the Data Protection Act 2018. We are recording this personal information about you in order for us to monitor satisfaction with our Fire Safety Inspections and ensure that it does not discriminate against people based on their age, sex and other personal characteristics.

We will collect your personal information to use for this specific purpose and only collect the minimum we need. Data protection law allows us to process your information within certain conditions. In this case we are using your consent as the lawful condition for us to do this. We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because you have given your consent.

We may share information recorded in this form with others in the Service, it will first be anonymised so you cannot be identified. Your personal data is held securely on our system and will not be shared with any other third party outside of the Service unless we have your consent to do so or as required by law.

The information you provide will be held for a period of time defined in our retention and disposal schedule that is 5 years from the date you submitted your information, you also have the right to request that we stop processing your personal data.

Further information can be obtained from our Data Protection Officer by emailing dpo@leics-fire.gov.uk or telephone 0116 210 5555. You can also find our general privacy notice on our website <https://leics-fire.gov.uk/privacy/>

PMB – Last reviewed 08/08/2023

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.

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-protection-regulation-gdpr/individual-rights/>

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

Review

Revised July 2023.

Next review July 2024.