



## Public Service Delivery Privacy Notice

### Our Services

As a Fire & Rescue Authority we are required to perform a range of public tasks including but not limited to:

Fire Prevention & Protection services including

- Protection & Fire Investigation
- Community Safety
- Home Safety Visits
- Safeguarding
- Fire Control
- Emergency Planning
- Innovation, Risk & Future Development
- Operations Command
- Surveillance (CCTV/Drones/Body Worn Cameras etc.)
- Community Training, e.g., Fire Cadets

We are required to maintain records for these services. The type of information used in these records includes:

- Name and contact details
- Date of Birth
- Relationships/family composite
- Location data
- Financial details
- Training data
- Performance data
- Offence data
- Digital images



The records also contain special category personal information, for example:

- Ethnicity
- Religion
- Health information

This information is generally provided by you, and sometimes it is provided by others, such as:

- Members of the public
- Other public services
- Central/Local Government

ECFRS is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information are A Task in the Public Interest and Legal Obligation.

The legal basis we rely on for the special category personal data are Substantial Public Interest. Relevant legislation providing our statutory powers include but are not limited to [Fire and Rescue Services Act 2004](#); [Civil Contingencies Act 2004](#); [Regulatory Reform \(Fire Safety\) Order 2005](#); [Regulatory Reform \(Fire Safety\) Order 2005](#); [Fire and Rescue Service \(Emergencies\) \(England\) Order 2007](#); [Crime and Disorder Act 1998](#); [Fire and Rescue National Framework for England \(2012\)](#); [Policing and Crime Act 2017](#).

For community training, for example Fire Cadets, our legal basis for processing personal information is Contract and our legal basis for processing limited special category data is Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments
- Other public body service providers
- Regulatory bodies
- Insurance providers

This information will be retained for the following periods prior to being considered for secure destruction:



- Protection – 3 years from last activity
- Fire Investigation – 7 years unless a fatal fire which in that case will be kept for 10 years.
- Community Safety – 2 – 10 years from last activity dependent on the type of data
- Home Safety Visits - 10 years from last activity
- Safeguarding – up to 10 years from last activity dependent on the type of data
- Fire Control – 6 years from last activity
- Emergency Planning – 7 years from last activity
- Innovation, Risk & Future Development - 7 years from last activity
- Operations Command – 6 years from last activity
- Surveillance – 30 days as standard, or 6 months for investigations, unless placed on a legal hold where it is retained in line with legal obligations

## **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

If you have concerns about how your personal data is being processed, please contact [DPO@essex-fire.gov.uk](mailto:DPO@essex-fire.gov.uk) or [informationgovernance@essex-fire.gov.uk](mailto:informationgovernance@essex-fire.gov.uk) .