



Privacy Notice

Our Vision

Buckinghamshire and Milton Keynes are the safest places in England in which to live, work and travel.

To help us achieve this vision, we carry out a range of activities and initiatives within our community. To successfully capture and record the effectiveness of this community engagement, it is sometimes necessary for us to store personal information.

How we use information collected

Buckinghamshire and Milton Keynes Fire Authority (the Authority), is the data controller for the personal information we are collecting.

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address and date of birth).
- Characteristics (such as disabilities, ethnicity and language).

How we use your personal information

We use information collected during Business & Community Safety activities:

- Enable us to carry out our community safety duties
- Gather statistical information on the support needed within the communities we serve
- To provide evidence of business safety activities and actions
- To create an audit trail of contact made with the most vulnerable areas of the community
- Allow us to monitor the life span of safety equipment fitted
- To capture risk information for domestic & commercial premises

Collecting this information

We collect the information we need in order to be able to record your details and ensure we can provide you with the necessary support.

Some of the information we may ask you to provide is voluntary, if this is the case, we will inform you that you do not need to provide this information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information we hold about you. To make a request for your personal information please contact the Data Protection Officer using the details shown at the end of this notice.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

Storing this information

We will store your information electronically, with the appropriate level of security measures. Time periods may vary with according to legislation, but will be in line with best practice for each function.



The lawful basis on which we use this information

We collect and use this information in order to safeguard the wellbeing of the residents of Buckinghamshire & Milton Keynes, both by using the official authority given to us by The Fire and Rescue Services Act 2004 and The Regulatory Reform (Fire Safety) Order 2005 in order to act in the public interest, protecting vulnerable members of society and supporting business continuity and sustainability. We may process sensitive personal data on the basis of there being a substantial public interest in safeguarding vulnerable individuals or groups.

Who we share this information with

We will only share information collected during Business & Community safety Activities with:

- Local authorities
- Partner agencies
- Health services

We share information with these groups under our powers in the Fire and Rescue Services Act 2004 and Regulatory Reform (Fires Safety Order) 2005 to take any action we feel necessary in order to prevent someone coming to harm and for them to be able to provide you with help and support.

We do not share information without consent unless the law and our policies allow us to do so.

Complaints and concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, either through the [raising a complaint or concern](#) page on our web site or by writing to the address given at the end of this notice.

You can also contact the Information Commissioner's Office to complain by visiting their web site at <https://ico.org.uk/concerns/>, telephoning 0303 123 1113 or writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information

If you would like further information about this privacy notice, please contact:

Information Governance & Compliance
Manager
Buckinghamshire Fire & Rescue Service
Headquarters
Stocklake
Aylesbury
HP20 1BD