

Gloucestershire Fire & Rescue Service – Legislative Fire Safety Privacy Notice

Why we collect and use your information:

Gloucestershire County Council is the data controller for the personal information we collect from you. The council will collect and use your personal information in order to deliver Regulatory Services. This comprises a range of functions set out in law, including but not limited to the Regulatory Reform (FIRE SAFETY) Order 2005.

We are collecting this data either to comply with the legal obligations identified above, or to perform tasks that are in the public interest.

The information we collect about you:

Gloucestershire County Council will collect only the personal information we need to perform our regulatory functions. To provide this service, we will process a range of data including, where applicable and needed, name, date of birth, email addresses, contact telephone numbers, physical addresses, building details and business details including legal entities and trading locations. This list is not exhaustive

How we will use the information about you:

Gloucestershire County Council will use the information about you to deliver its regulatory functions. If you do not provide this information this will mean that your complaint cannot be pursued, your Building Regulations application cannot be processed, we cannot investigate any concerns you raise further, your fire safety report may not be pursued; this list is not exhaustive.

How long we keep your information for:

Gloucestershire County Council will keep your personal data for no longer than it is needed or relevant as stated in GGC retention policy. There may be a legal reason for us to keep it longer, for example, Premises information will be retained indefinitely due to ongoing relevance.

Who we share your information with:

Gloucestershire County Council may share you information with enforcement partners such as other Local Authorities, The Department for Environment, Food and Rural Affairs (including Animal and Plant Health Agency), The Food Standards Agency, The Police, Her Majesty's Revenue and Customs, Intellectual Property brand holders and other expert witnesses, or as part of the any legal proceedings.

We have a statutory duty to maintain and publish an Enforcement Register which is accessible on our own website. In some cases, individual names of landlords / sole

traders will be published. We are also required to share this information on the National Fire Chiefs Council Website.

Access to your information:

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

Correction of inaccurate information:

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure):

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object:

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please email us at fire@glosfire.gov.uk or write to us at Gloucestershire Fire and Rescue service HQ, Tri Service Centre, Waterwells Drive, Quedgeley, Gloucester. GL2 2AX.

How to contact us:

Please contact us if you have any questions about this privacy notice:

By email at fire@gloucestershire.gov.uk In writing to at Gloucestershire Fire and Rescue Service HQ, Tri Service Centre, Waterwells Drive, Quedgeley, Gloucester. GL2 2AX.

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing dpo@gloucestershire.gov.uk or by calling 01452 32 4000.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.