****

**Privacy Notice: Business Fire Safety Information (Petroleum and Fireworks Inspections)**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. The majority of the information SYFR collects and processes for the purposes of Fire Safety Inspections is non-personalised. However, we have designed this privacy notice to help you understand how we would use any personal information that we might have collected.

SYFR is a registered Data Controller with the Information Commissioner and you are welcome to contact our Data Protection Officer by emailing [dataprotection@syfire.gov.uk](mailto:dataprotection@syfire.gov.uk) , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

**Who our department are and what we do**

South Yorkshire Fire and Rescue are the Enforcing Authority for Petroleum and Fireworks storage within South Yorkshire. This requirement is carried out by our Business Fire Safety Team. Our role is to ensure that dangerous substances such as Petroleum and Fireworks (Explosives) are stored in accordance with the relevant legislation

**What type of information will we collect from you?**

The personal information we are likely to collect from a fire safety inspection would be:

Name of the responsible person;

Contact details of responsible person;

Details of any person providing us with information.

Name of the company or premises

**Why do we need your personal information?**

Under the Explosives Regulations 2014, the Petroleum (Consolidation) Regulations 2014 and the Health and Safety at Work Act 1974 , the licensee or duty holder for the premises must satisfy the SYFR inspecting officers that they can safely store these items within the legal requirements. SYFR have a statutory duty to enforce the requirements of this legislation.

The planning for the inspections will entail identifying and working with the premises licensee, duty holder or first point of contact in the initial stages. Where we have identified the required personal details, we will keep a record of their name, contact details and all correspondence and documentation completed for the purpose of the inspection or site visit. We may also keep a record of any other person providing us with the information during the inspection or as part of the process i.e. the area manager.

If we consider that a person has failed to comply with any provision of the legislation, we may consider taking further action. If a risk is present, depending on how severe the risk is, we can take enforcement action to ensure that the risk is eliminated or suitably mitigated. In certain circumstances we will investigate and prosecute for serious contraventions of the storage requirements. Relevant details about the licensee or duty holder and possibly employees may be gathered from other agencies as part of the investigation process.

**How we will collect your personal information?**

We collect your information through a combination of storage application details and visits to site for periodic Inspections.

**Our legal basis for processing your information**

Processing this information is necessary for compliance with our legal obligations which are:

UK GDPR Article 6(1)(c) Legal Obligation. SYFR have a statutory duty under the Explosives Regulations 2014, the Petroleum (Consolidation) Regulations 2014 and the Health and Safety at Work Act 1974, to carry out Fire Safety Inspections for the certification of petroleum storage and the licensing of fireworks storage.

To find out more about the legislation, our statutory and your regulatory responsibilities as the duty holder or premises licensee and the consequences of not complying, please click the link: <http://www.syfire.gov.uk/business-advice/fireworks-licences/>

**Who will have access to the information?**

Your information will be stored on an internal secure SYFR system and will only be used by staff that have a clear business requirement to use it to undertake their role.

**Why we may need to share your information:**

We may need to share your information with:

* other staff for purposes outlined in this notice
* when taking legal advice for prospective legal proceedings.

We will not pass on your information to third parties without first obtaining your consent, unless the law and/or our policies allow us to do so for example, in the following circumstances:

* the law states that we can
* there is a risk of serious harm or threat to life
* we are directed by a court of law

Under the legislation we are obliged to publish a public register, found [here](http://www.syfire.gov.uk/transparency/registers-open-to-public-inspection/), of Improvement and Prohibition Notices served or such activity. In addition, if we consider a prosecution all documentation relevant to the prosecution will be disclosed to our legal team. As stated above, we may also approach other regulatory bodies to ascertain who the responsible person is and if the requirements of the legislation to be complied with. Where we have a duty to share information with other enforcing authorities we will.

We do receive Freedom of Information requests regarding fire safety inspections and there are occasions where the outcomes of the inspections are disclosed, if on balance, it is in the public interest to disclose. SYFR will ensure confidentiality of commercially sensitive and protective security information available to us, such as premises plans and access codes, unless we are required by law to disclose it.

**How long will your information be kept**

SYFR will collect, process and retain your information in accordance with data protection legislation and our policies on data retention – this varies according to statutory requirements and other legitimate business reasons. In this case:

* *Petroleum Data:*

Petroleum data will be retained for 6 years and then be reviewed. Petroleum data is of historic importance for environmental reasons so may be retained for a considerable period.

* *Fireworks Storage Data:*

Firework data will be retained for up to 6 years and then be subject to review.

**What will happen if you fail to provide this information?**

Under the Explosives Regulations 2014, the Petroleum (Consolidation) Regulations 2014 and the Health and Safety at Work Act 1974, the licensee or duty holder for the premises must satisfy the SYFR inspecting officers that they can safely store these items within the legal requirements. SYFR have a statutory duty to enforce the requirements of the legislation

To find out more about the legislation, our statutory and your regulatory responsibilities as the duty holder or premises licensee and the consequences of not complying, please click the link: <http://www.syfire.gov.uk/business-advice/fireworks-licences/>

**How to access and control your personal information**

As stated, the majority of information collected and used for Business Fire Safety is non-personalised and relevant to the business only.

However, SYFR have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how we maintain the security of this and your rights to access the information we hold about you, please refer to our website at [www.syfire.gov.uk](http://www.syfire.gov.uk).

You can find out more about your personal data rights at the Information Commissioners Office Website, or contact them on 0303 123 1113 or by post at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.