

**Privacy Notice: ID Swipe Cards – external / third parties**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice tells you what you can expect when SYFR collects your information via the door access system.

**Who are we?**

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 253 2456 or by post to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1, 3FG

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

When you have and use a SYFR ID swipe card for using the doors in and around SYFR premises, we will collect information about the doors you have accessed, dates and times.

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

This information is collected for health, safety, security purposes and/or to facilitate your visit. SYFR need to control access to its estate including buildings and car parks, for the prevention and detection of crime, and investigation of internal incidents if appropriate. We do not collect any information from you that we do not need.

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

You provide your information on a SYFR form to be officially approved to access the building. Once you have and use your ID card, usage will be collected on every swipe of your card.

**Our legal basis for processing your information**

Processing this information is necessary for compliance with our legal obligations which include but are not limited to:

* UK GDPR Article 6(1)(f) Legitimate interests pursued by the service which means we need to process this information to fulfil our objectives, we believe it will not adversely affect you and we think you would expect it. It is in SYFR’s legitimate interests to ensure our buildings provide a safe environment to work and to those visiting our premises.
* UK GDPR Article 6(1)(b) relating to processing being necessary for the performance of a contract
* In emergencies to protect you or others;
* The Health & Safety at Work Act 1974 –responsibilities as an employer to ensure the safety and wellbeing of those that are employed and not employed by the service.

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

We limit access to your personal information to those who have a genuine business need to access it. Those processing your information will do so only in an authorised manner and are all trained in Data Protection. The Door Access System is hosted on the SYFR secure internal network to provide additional protection of your information.

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

Whilst not routine, we may share your information with:

* other SYFR staff for purposes outlined in this notice
* The Health and Safety Executive for reportable injuries, diseases and dangerous occurrences;
* SYFR auditors when conducting mandatory internal audits
* Training and qualification providers
* When taking legal advice for prospective legal proceedings.
* Information may need to be shared as part of a disciplinary / grievance or investigations of a similar nature.
* All SYFR systems are auditable and can be monitored though this is not routine. We respect individuals reasonable expectations of privacy though reserve the right to log and monitor use of ICT systems and equipment in line with our Information Security Policy.

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

* By law, when we are obliged to provide the information requested, for example to the Asylum and Immigration Office;
* If you have given your consent;
* To prevent and detect fraud/crime – SYFR is under duty to protect the public funds it administers and may use information you have provided for this purpose. We may also share information with other bodies administering or in receipt of public funds solely for this purpose.
* There is a risk of serious harm or threat to life

**How long will your information be kept:**

We 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. We have set out these retention periods within our Retention Schedule. This varies according to statutory requirements and other legitimate business reasons. In this case that will be 2 years, current year plus 1.

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

You would have no access to SYFR buildings

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

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.