



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

The majority of the information South Yorkshire Fire & Rescue (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.

### **Why do you need to process my information and how will my information be used?**

SYFR needs your information to carry out statutory duties under the Explosives Regulations 2014, the Petroleum (Consolidation) Regulations 2014 and the Health and Safety at Work Act 1974, therefore complying with a legal statutory obligation for Fire Safety Inspections for the certification of petroleum storage and the licensing of fireworks storage.

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

Under the legislation, 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.

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.

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 SYFR system and will be used by staff that require it to undertake their role.

Under the legislation we are obliged to publish a public register, found [here](#), 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 you keep hold of my information?**

#### *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.

### **Is there anything else I need to know when it comes to my personal information?**

As stated, the majority of information collected and used for Business Fire Safety is non-personalised and relevant to the business. However, to find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further please see our full Privacy Policy, available under '[Your Information](#)' on our website.