



## **Privacy Notice: Business Fire Safety**

The majority of the information South Yorkshire Fire and Rescue (SYFR) collects and processes for the purposes of Fire Safety Audits 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?**

The Regulatory Reform (Fire Safety) Order 2005 permits this authority to audit non-domestic buildings to review the Fire Safety Risk Assessment and Fire Safety provisions and procedures.

The personal information we are likely to collect from a fire safety audit 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 Order, the responsible person for the premises must carry out a fire safety risk assessment and implement and maintain a fire safety management plan. SYFR have a statutory duty to enforce the requirements of the Order and one of the ways we do this is to carry out fire safety audits in non-domestic buildings.

The planning for the audit will entail identifying and working with the responsible person. Where we have identified the responsible person, we will keep a record of their name, contact details and all correspondence and documentation completed for the purpose of the audit or managing any fire safety complaint we have received. We may also keep a record of any other person providing us with the information during the audit or as part of the process i.e. a manager.

If we consider that the responsible person has failed to comply with any provision of the Order, we may consider taking further action. If a fire risk is present, depending on how severe the fire risk is, we can take enforcement action to ensure that the fault is corrected and the risk is eliminated. In certain circumstances we will investigate and prosecute for fire safety failings. Relevant details about the responsible person and possibly employees may be gathered from other agencies as part of the investigation process.

To find out more about the Order and our statutory and your regulatory responsibilities, as the responsible person and the consequences of not complying, please click the attached link: <http://www.syfire.gov.uk/business-advice/regulatory-reform-order-2005/>

### **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 Order we are obliged to publish a public register found [here](#), of Alteration, Prohibition and Enforcement Notices. In addition, if we consider 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 Order have been 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 audits and there are occasions where the outcomes of the audit are disclosed, if on balance, it is in the public interest to disclose. Decisions to disclose such information will be made based on SYFR policies, ensuring the maintenance of fire safety standards and transparency. We 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?**

The majority of fire safety audit and complaint documentation and any outcomes is kept for a period of 6 years and then reviewed for destruction.

### **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.