

**Privacy Notice: Operational Risk Information (ORI)**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice explains why and how we use your information and how we protect your privacy. The majority of the information SYFR collects and processes for the purposes of obtaining Operational Risk Information (ORI) 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 , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

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

During the ORI process, contact details are obtained to contact the named responsible person to keep the risk information we hold up to date and relevant. We also collate information of risk within South Yorkshire to help us develop our response and resources.

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

ORI collected will help SYFR:

* establish access and egress routes for SYFR personnel and vehicles;
* identify items such as building type and construction;
* identify occupancy type and number;
* identify hazard details such as type and volume of chemicals or cylinders stored on the site;
* develop SYFR response and resources.

ORI collected helps SYFR identify potential risks to:

* firefighters;
* society;
* environment;
* community;
* economy; and
* Heritage or other risk groups.

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

Operational Risk Information is collected by South Yorkshire Fire and Rescue Employees, this information is stored within our secure devices and made available during an emergency or as detailed within this document. Information can be collated through a means of physical site visits and/or through other communications means like email or phone calls.

**Our legal basis for processing your information**

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

* A legal responsibility under the Fire and Rescue Services Act 2004 to make arrangements for obtaining necessary information for the purposes of: extinguishing fire and protecting lives and property from fires in its area;
* A statutory duty to assess, plan and advise for emergency incidents under the Civil Contingencies Act 2004.
* UK GDPR Article 6(1)(e) Public Task. The Fire and Rescue Services Act 2004 places a duty on fire and rescue services to protect life and property from fire. Section 45 to 48 of the Act allows a Fire and Rescue Service to obtain information and investigate fires and provides certain powers to investigate what caused a fire or why it progressed as it did. Therefore, the processing of information is necessary to meet our obligations under the Act (exercising official authority vested in us as a controller).
* UK GDPR Article 6(1)(f) Legitimate interests pursued by the service which means SYFR need to process this information to fulfil its obligations, in particular under the Fire and Rescue Services (FRS) Act 2004. These obligations include a core function to promote fire safety, reducing yours and others risks from fire, providing advice on actions to take in the event of a fire, safeguarding our community by improving yours and others safety and providing support to improve your health and wellbeing.
* The Health & Safety at Work Act 1974 –responsibilities as an employer to ensure safety and wellbeing of SYFR employees and that of others employed and not employed by the service.

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

ORI information is kept securely and used by operational and control staff to manage responses to incidents as well as to maintain contact with the named person to keep the risk information up to date and relevant.

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

We may need to share your information with:

* Non-Operational SYFR staff for purposes outlined in this notice
* Third parties - Under the [Civil Contingencies Act 2004](https://www.legislation.gov.uk/ukpga/2004/36), appropriate information may be circulated to other Category 1 and 2 responders, such as other emergency and statutory authorities, where a multi-agency response is required.
* 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

**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. In the case of ORI, this will be kept until it is superseded. We aim to review ORI on a Risk Based Inspection Programme (RBIP) which is identified on basic property and hazard details supplied by commercial premises.

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

Failure to provide the information may mean you are in breach of the [Fire and Rescue Services Act 2004](https://www.legislation.gov.uk/ukpga/2004/21/contents).

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

As stated, the majority of information collected and used for ORI is business relevant and where possible not personalised. 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.