



## **Privacy Notice: EntrySign**

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 personal information via the EntrySign 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 visit a SYFR building you need to sign in using our secure EntrySign system. You will be asked to provide your name, the organisation you're representing (if any) and your vehicle registration (if any).

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

This information is collected for health & safety and security purposes and to facilitate your visit. We do not collect any information from you that we do not need.

### **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)(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.

### **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. EntrySign is hosted on the SYFR secure internal network to provide additional protection of your information.

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

SYFR will not share your information with anyone without 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**

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 SYFR Retention schedule for visitor signing in records follows industry good practice of current year +1 after which time it will be securely deleted.

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

If you refuse to sign in you will not be granted access to our premises

**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