

## Home Safety Data Privacy Notice

To enable Essex Police, Fire and Crime Commissioner Fire and Rescue Authority, hereafter referred to as “The Authority” to carry out its duties as a community safety, service provider, the Home Safety Team may collect and use information about the public.

We are committed to protecting your personal data when you use our services and this privacy notice explains how the Home Safety Team uses information about you and how we protect your privacy. The processing of personal data is governed by the Data Protection Act 2018.

### The data we may collect about you.

To deliver our services effectively, we may need to collect and process personal data about you. Personal data refers to any information with which a living individual can be identified. Individual identification can be by the information alone or in conjunction with other information in the possession of the ‘The Authority’.

Types of Personal Data	Details
Individual details	Name, address, other contact details (e.g. email and telephone numbers), gender, marital status, date and place of birth, nationality, employer, job title and employment history, family details including their relationship to you.
Special categories of personal data	Certain categories of <b>personal data</b> have additional protection under the Data Protection Act 2018. The categories are health, criminal convictions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric or data concerning sex life or sexual orientation.

### Why we collect your personal information

We process your personal information to enable us to conduct our Home Safety Service, to book Home Safety Visits, manage our relationship with you, and evaluate the service that we provide. We need your information specifically to:

- Contact you in order to book a Home Safety Visit
- Contact you, on the rare occasion that we need to re-arrange or cancel a Home Safety Visit
- Evaluate the effectiveness of our Home Safety Service in order to continually develop and improve our offer

### Where might we collect your personal data from?

- You, with your explicit consent
- From another agency, organisation or family member, with your explicit consent

## **Legal basis for processing your personal data.**

We process your data using the following legal basis:

Consent: You give us clear consent for us to contact you for the purpose of conducting a Home Safety Visit and to use your data to evaluate our service

## **How do we keep your information secure?**

We are committed to ensuring that your personal data is safe. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we hold about you. These include:

- Secure work areas,
- Information security awareness for our staff,
- Access controls on all systems,
- Encryption of personal data,
- Testing, assessing and evaluating the effectiveness of technical security controls.

## **Who will we share your personal information with?**

We may offer to share your personal information if one of our employees believes that an organisation or service that we trust may be able to offer you information, support or guidance that may be of benefit to you. We will never share your personal information, with any other organisation without having first obtained clear consent from you.

Sometimes, it is in line with our legal duties and in the interest of your safety to share information with other organisations such as the police, the NHS or social services. We may also share your personal information when there is a justifiable public safety and security reason. Examples are:

- For the investigation of crime or if we are required to do so by law.
- If there are serious risks to the public, our staff or other professionals.
- To protect children or vulnerable adults

## **How can you access the information we hold about you?**

You have the right to request all the information we hold about you when we receive a request from you in writing. We would normally give you access to everything we have recorded about you. This applies to paper and electronic records. However, we will not share any parts of your details which contain:

- Confidential information about other people or
- If it is in the interest of public safety and security to withhold that information from you.

### **Your rights and your personal data.**

Subject to an exemption under The Data Protection Act 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the “Authority” holds about you;
- The right to request that the “Authority” corrects any personal information if it is found to be inaccurate or out of date;
- The right to erasure of your personal data where it is no longer necessary for the “Authority” to retain such data;
- The right to withdraw consent to the processing of your data at any time;
- The right to request that the “Authority” to transmit your data another organisation where applicable;
- Where there is a dispute in relation to the accuracy or processing of your personal data, you have the right to request a restriction is placed on further processing;
- The right to object to the processing of personal data where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered in this document, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing

### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Essex County Fire and Rescue Service Data Protection Officer at **Tel:** 01376576265, **Email:** [informationgovernance@essex-fire.gov.uk](mailto:informationgovernance@essex-fire.gov.uk)

You can also contact the Information Commissioners Office at [ico.org.uk](http://ico.org.uk), **Tel:** 0303 123 1113 or via email [casework@ico.org.uk](mailto:casework@ico.org.uk), <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## **Cookies for online users**

To make this site simpler, we sometimes place small data files on your computer. These are known as cookies. They improve things by:

- ❖ Remembering settings, so you do not have to keep re-entering them whenever you visit a new page
- ❖ Remembering information you have given so you do not need to keep remembering it.
- ❖ Measuring how you use the website so we can make sure it meets your needs.

By using our website, you agree that we can place these types of cookies on your device. Cookies are not used to identify you personally. They are just here to make the site work better for you. You can manage and/or delete these small files as you wish.

**Review date: July 2020**