CAMBRIDGESHIRE
FIRE & RESCUE SERVICE
Working together to improve community safety

HOME FIRE SAFETY VISIT FAIR PROCESSING AND PRIVACY NOTICE

Cambridgeshire Fire and Rescue Service is committed to supporting the safety and wellbeing of residents in all of the communities that we serve. Our positive impact, in creating safer and healthier communities within Cambridgeshire is dependent on the success of our relationships with partners. We ensure we maintain strong partnerships with local authorities and other statutory services and develop new relationships with other public and third sector organisations to be able to carry out Home Fire Safety Visits (HFSV) in the homes of vulnerable people in Cambridgeshire. Working collaboratively with our partners we can identify those individuals / households who need our service and, we will develop:

- A person-centred service based on an assessment of an individual's risk of injury or death in the home by fire.
- Shared referral pathways ensuring our interventions are integrated and delivered at the earliest opportunity and in the most effective way.
- Data sharing agreements enabling us to share and exchange information allowing us to target resources effectively and evaluate our activity to demonstrate we are delivering best value.
- Joint training programmes which ensure our staff and partners are able to identify high risk and vulnerability cases appropriately.
- Community based initiatives which improve the safety of the people of Cambridgeshire.

The aim of our HFSVs is to reduce vulnerability to fire within the home and signpost, where relevant, support and additional services. The categories of information that we collect, process, hold and share include:

- Personal information (such as name, date of birth, email address / residential address, health & mobility issues, medication, alcohol consumption and drug misuse)
- Special Category Data Characteristics (such as, ethnicity and disability)

Why we collect and hold this information

We use this personal data in order to:

- Provide a HFSV to you and discuss fire safety in your home.
- Provide you with the support and education to reduce the risk of fire, injury, or death in your home.
- To enable referrals to our partner agencies for additional support if required.
- To allow us to undertake research to make sure we are providing the most up to date, education, and interventions during our visit.

- To enable us to ensure our provision is targeted appropriately, making the best use of our resources.
- To enable us to carry out specific functions for which we are responsible.
- To assess the quality of our services.
- To evaluate and improve our performance.
- To derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

CFRS has due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent data protection legislation. The lawful basis for processing is set out in Article 6 of the GDPR. At least one of these must apply whenever the Service is processing your personal data as part of our safe and well process:

UK GDPR Article 6(1)(a) Consent: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

UK GDPR Article 6(1)(c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations);

UK GDPR Article (1)(e) Public Task: the processing is necessary for us to perform a task in the public interest or for our official functions as a Fire and Rescue Service, and the task or function has a clear basis in law. Some of the tasks performed by the Service are published in the Fire and Rescue Services Act 2004. For example: video recordings of public meetings in order to make the meetings accessible to members of the public and to aid transparency for our decision making process.

UK GDPR Article 6(1)(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
Where we process special category data about you, we rely on the following lawful basis:

UK GDPR Article 9(2)(a) Consent: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

UK GDPR Article 9(2)(c) Vital Interests: processing is necessary to protect your vital interests or of another natural person where they (the data subject) are physically or legally incapable of giving consent;

UK GDPR Article 9(2)(d) Legitimate interests: processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to you and that your personal data is not disclosed outside that body without your consent;

UK GDPR Article 9(2)(g) Substantial public interest: processing is necessary for reasons of substantial public interest;

UK GDPR Article 9(2)(i) Public Health: processing is necessary for reasons of

public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices;

UK GDPR Article 9(2)(j) Research: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with UK GDPR Article 89.

Where consent is given, there must be a clear and specific statement of consent and we must make it clear to the individual what they are giving us their consent to process their sensitive data for and who we may share it with.
You can tell us at any time to stop using that information by withdrawing your consent. You can write to us or email us. If you do tell us to stop using that personal information, this may affect any claim you may have against us.

Storing this information

We hold the information about you securely, and for no longer than reasonably necessary. Data is held in order to provide sufficient data to:

- to comply with statutory requirements in the event of a fatality or serious injury;
- enable effective analysis;
- In case of legal claims /complaints.

Who we share this information with

We routinely share this information with:

- CFRS Fire Prevention Department
- CFRS Fire Protection Department
- CFRS Operational Fire Fighters
- CFRS internal departments for research purposes (anonymised data only)

With your consent, your information may be shared with other agencies and planning, conducting and evaluating quantitative and qualitative research and guidance institutions, to provide appropriate interventions to improve your safety and the safety of others. You can specify who you do not want us to share data with by stating this on the HFSV Form.

Dependent on the identified risks, issues and concerns raised during your visit, we may have a duty to share this information with:

- Our partner agencies, including but not exhaustive to local community groups or charities.
- Your Local Authority (for example Adult Social Services, Housing or Private Sector Housing departments.
- Your local hospital trust, healthcare provider, or your GP surgery.
- Your Housing Association (if applicable).
- Cambridgeshire Police or other police force where we have a statutory duty to do so.
- Your Care Provider (if applicable)

Any information shared will be controlled using strict data-processing protocols. We will never sell or use your personally identifiable information for any marketing purposes. Where routine information is shared with Partners or Agencies, Information Sharing Agreements are

in place to ensure both parties are complying with relevant legislation and to protect the security of the information shared.

Why we share this information

We share information with our partner organisations on a statutory basis, under Article 6 and Article 9 of Data Protection Act 2018. This is to reduce vulnerability to fire within the home and signpost where relevant for support and additional services. We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, please contact our Data Protection Officer via:
Telephone: 01480 444500
Email: dpo@cambsfire.gov.uk.
Post: Cambridgeshire Fire & Rescue Service, Hinchingbrooke Cottage, Brampton Road, Huntingdon, Cambridgeshire, PE29 2NA.

Further information

If you would like further information about how we manage your data, please view our Privacy Notice on our website, www.cambsfire.gov.uk. If you would like further information about this privacy notice or have any concerns or questions regarding how your personal data is handled, please contact the Data Protection Officer, via the contact details above. You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the contact us page https://ico.org.uk/global/contact-us/ on their website, or by ringing 0303 123 1113

Next Review
Next review January 2027