



County Durham and Darlington  
Fire and Rescue Service

## County Durham and Darlington Fire and Rescue Service

### **This privacy notice tells you:**

- what information County Durham and Darlington Fire and Rescue Service are collecting about you
- why we have collected it
- how it will be used

You can find out about your rights and how we will protect your data in our “Universal Privacy Notice” which can be found on our website.

### **Information Asset Owner: Community Risk Management**

#### **Information collection area: Business Fire Safety**

When County Durham and Darlington Fire and Rescue Service (CDDFRS) undertake a Business Fire Safety Visit at your property, it is important that you understand how your personal information will be collected and used, and what rights you have when it comes to your information

#### **How we collect the information about you**

We will collect the information directly from you or from the organisation’s representative or other legitimate sources, using paper records and, where applicable, electronic devices such as laptops, tablets etc.

#### **Why we are collecting your information**

We are collecting your information to ensure that we meet our statutory obligations for fire prevention/protection and to enable us to facilitate our Fire Service business safety process on behalf of CDDFRS.

These prevention and protection activities enable us to:

- Undertake audits and inspections in business/commercial premises
- Deal with public concerns regarding fire safety
- Issue a Regulatory Reform Fire Safety Order( RRFSO) for alternations, prohibitions, enforcement and prosecutions (including Simple Cautions), which is publicly available via the National Fire Chiefs Council (NFCC) website  
<http://www.cfoa.org.uk/noticesregister>





County Durham and Darlington  
Fire and Rescue Service

## County Durham and Darlington Fire and Rescue Service

- Undertake audits relating to various Licensing legislation
- Promote fire safety advice and practices
- Ensure that our premises records remain up to date
- Facilitate the inspections of petroleum installations throughout County Durham in conjunction with Durham County Council who are the Petroleum Enforcement Authority ensuring safety at sites where petrol is delivered stored and dispensed.

### What information is being collected?

The categories of the information that we collect, process, hold and share include:

- Name and contact details for the following categories of data subject:
  - a) Responsible person of a business/commercial premises (on behalf of the business/organisation in question)
  - b) Landlord / property owner
  - c) Licensee held under various Licencing legislation
  - d) Those subject to prosecutions under the Regulatory Reform Fire Safety Order (RRFSO) and Fire and Rescue Services Act 2004
  - e) Members of staff that work on behalf of 3rd party organisations involved in the business fire safety process (such as councils, surveyors, architects, solicitors, law enforcement bodies and other agencies)
  - f) Members of the public that raise business fire safety concerns or who may contact us for advice.

### How we will use your information

Any personal information obtained for the purpose of carrying out fire safety activities will only be used for this purpose unless other legislation dictates, or further processing is necessary for the performance of a task carried out in the public interest or for CDDFRS to exercise its official duty as a public function.

In the event of any investigation of fraud or other criminal activity, the Authority has a duty to disclose personal data to the relevant authorities and/or external providers (such as legal representatives) appointed by the Authority.





## County Durham and Darlington Fire and Rescue Service

Where personal information is held for business fire safety activities, individuals have the right of access to that personal information.

In some circumstances, individuals who are subject to legal proceedings are unable to exercise all of their information rights, such as objection to processing and data erasure.

The information held by CDDFRS is not eligible for data portability or subject to automatic processing.

### Data subject category

Members of the public

Businesses (Industrial and Commercial)

Third party organisations

### Legal basis for the processing

Our lawful reason to collect and use this personal information is that it is necessary for the performance of a task carried out in the public interest or for CDDFRS to exercise its official duty as a public function for the delivery of:

- Fire safety activities and prosecutions carried out under the Regulatory Reform Fire Safety Order (RRFSO) 2005  
<https://www.gov.uk/government/collections/fire-safety-law-and-guidancedocuments-for-business>
- Petroleum registration, inspection activities and prosecution carried out under the Petroleum (Consolidation) Regulations 2014.
- Fire safety prevention activities and providing advice under Section 6 of the Fire Services Act 2004 <https://www.legislation.gov.uk/ukpga/2004/21/section/6>

### Who we share your information with

We share your information with:

- Any other organisation involved in the business fire safety process, which may include (but is not limited to)





County Durham and Darlington  
Fire and Rescue Service

## County Durham and Darlington Fire and Rescue Service

- a) Councils
- b) Surveyors
- c) Architects
- d) Solicitors
- e) Law Enforcement bodies
- f) Licencing bodies and other agencies.

We also share your information with National Fire Chiefs Council (NFCC) website for the publishing of the Authority's public register. Please refer to their website for their own privacy notice.

### How long we hold your information for

Any paper records collected during a Business Fire Safety Visit will be securely destroyed once the information has been transferred to our electronic database.

The information in the electronic database will be reviewed at least every 15 years for CDDFRS to fulfil its obligations under the Fire and Rescue Services Act 2004 and the Regulatory Reform (Fire Safety) Order 2005 to promote fire safety and reduce the risk from fire to the business community. The 15 year period is in line with the maximum period of the Service reinspection programme and shall ensure all information is kept up to date or deleted if required.

### More Information

Where an individual is no longer acting as the responsible person for an organisation, or if the premises landlord has sold the premises in question, please update your information by contacting

- a member of the Business Fire Safety team on 0845 223 4221 or via email to [firesafety@ddfir.gov.uk](mailto:firesafety@ddfir.gov.uk) , or
- by writing to us at:  
Business Fire Safety,  
Fire Service Headquarters,  
Belmont Business Park,  
Durham





County Durham and Darlington  
Fire and Rescue Service

**County Durham and Darlington Fire and Rescue Service**  
DH1 1TW.

If you require more information, please contact our Data Protection Officer using the following email address:

[dpo@ddfire.gov.uk](mailto:dpo@ddfire.gov.uk)

