

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 – *Fire Investigation and Arson Reduction*

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 Combined Fire Authority’.

How we collect the information about you

In most instances the information will be collected via a data gathering interview, using paper records or audio recordings, either at the time of the fire investigation or a short time after the incident in person or over the telephone.

Why we are collecting your information

We process personal information to enable us to provide Prevention, Protection and Emergency Response to our communities. Personal data can be collected particularly for emergency response and investigation of fire crime and arson which includes managing requests for information by the Police, HM Coroner, Courts and maintaining our own records.

To summarise the reasons why we collect personal data include:

- Fire investigation of arson incidents
- Fire investigation of fatal fire incidents on behalf of HM Coroner
- Investigation of non-arson incidents involving consumer goods
- Fire Prevention, (awareness, advice and guidance)
- Checking the quality and effectiveness of our investigations and initiatives

- Investigating any concerns or complaints about an investigation or finding
- Research and developing safer consumer products or building techniques
- Emergency contact information
- Agreements you may have with County Durham and Darlington Fire and Rescue Service (CDDFRS) in relation to Arson Reduction.

CDDFRS as part of the national framework are required to forward statistical information to government agencies but this data has no personal or identifiable individual data within the information provided.

What information is being collected?

Individual details: Name, address, other contact details (e.g. email and telephone numbers),

- Gender (witness statements and fatalities)
- Marital status (witness statements and fatalities)
- Date of birth (Family Differentiation purposes)
- Employer, job title and employment and training history and competency,
- Family details including their relationship to you (Fatalities)

How we will use your information

We will use your information to conduct fire investigations or for the purposes of understanding the Cause, Origin and Spread of fire as outlined in Section 45 – 47 of the Fire and Rescue Services Act 2004.

By understanding these three elements to a fire incident we can: -

- Assist the Police to prosecute persons charged with arson.
- Reduce the impact of arson on our communities.
- Identify appliances, components and materials that may cause a fire and report these to Trading Standards.
- Interact with various public safety agencies to ensure information and intelligence gathered during Fire Investigations and Arson Reduction initiatives is used in manner to protect our communities.

When investigating incidents, we will record details of the people involved to enable us to keep people safe and carry out investigations accurately. We will use details of people who may be at higher risk of fire to help us target our resources and focus the help we can provide them.

Data subject category

Members of the general public/ businesses

Legal basis for the processing

CDDFRS have a statutory duty under the Fire Services Act 2004 to process data relating to Fire investigations and Arson Reduction

Who we share your information with

Due to the nature of criminal investigations in to arson and fire crime, we may need to share data with other organisations to help keep you safe, in this circumstance we may need to share your details with them.

The types of organisations we share information with include the Police, Courts, key Health care Professionals and other Fire and Rescue service Investigation Teams.

We will only share your information when there is a legal basis for doing so, which will be set out in the FI Request for Data form issued specifically in relation to Section 29 (3) of the Data Protection act 1988.

How long we hold your information for?

The information gathered during the fire investigation is retained for only the purpose of confirming occupant or owners' details and witnesses of the fire event.

In relation to Criminal Investigations data will be kept subject to Criminal Procedures Investigations Act 1996 and a maximum of 3 years.

In relation to Fatal Fire Investigations data will be retained up until the date of the inquest. Hard copies, including audio recordings, will be destroyed after that date and only incident data will be retained for statistical purposes.

More Information

If you require more information, please contact our Data Protection Officer using the following email address: dpo@ddfire.gov.uk