

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: Estates Manager

Information collection area – Visitors to CDDFRS sites

Personal information is collected when you visit one of our sites and sign in to our Visitors Log book(s).

How we collect the information about you

We collect the information from you when you visit any of our sites and sign our visitors' books.

Closed-circuit television (CCTV) operates internally and externally for building security purposes. Please see our separate CCTV privacy notice.

Why we are collecting your information

We collect the information to:

- Comply with CDDFRS security policies and procedures
- Comply with Health and Safety and protect visitors while on CDDFRS sites and during evacuation of premises during incidents of fire and/or other emergencies
- Identify vehicle ownership while parked on CDDFRS sites
- Prevention and detection of crime

What information is being collected?

The personal information being collected is

- Name
- Organisation
- Car registration details

How we will use your information

The information being collected will only be used for the purposes as described above.

Data subject category

Visitors to any of our sites

Legal basis for the processing

The purpose for processing this information is for security and safety reasons. The lawful basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data when its necessary for the purposes of our legitimate interests.

Who we share your information with

Visitor logs will only be shared with employees, as necessary. Or where there is a legal reason to share the data with others?

Recorded images may be shared with the Police for the prevention and detection of crime.

How long we hold your information for

Visitor book information will be stored for no longer than 12 months. At the end of the retention period all hard copy information is securely shredded.

Please see our separate CCTV privacy notice for retention period of images.

More Information

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

dpo@ddfire.gov.uk