



BARNSELY MBC PRIVACY NOTICE

Document Title	South Yorkshire Fire and Rescue Safe and Well Referral Scheme
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At Barnsley MBC we are committed to protecting and respecting your privacy.

This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the South Yorkshire Fire and Rescue & BMBC Safe and Well Referral Scheme.

Stage one: Who are we?

South Yorkshire Fire and Rescue (SYFR) have agreed to deliver a programme of Safe and Well Referral visits to complete Home Safety Checks (HSCs) in partnership with Barnsley MBC to households in the borough. The visits will be targeted at residents of all ages who may present a higher risk of injury and/or fatalities as a result of house fires. This may be due to a lack of awareness or willingness to accept their practices are a cause for concern to themselves and others with regards to fire risk or may present any associated health risks that may increase the risk of fire such as hoarding or drug/alcohol dependencies.

Stage two: What type of information we will collect from you

Personal Information such as:

- Name
- Date of Birth
- Address
- Contact Details (phone/email etc.)

Additionally in some circumstances:

- Details of any children living in the property including school attended

Special Category data such as:

- Health Data

We will not collect any information from you that we do not need to complete the relevant referral forms.

Stage three: Why do we need your personal information

We will use your information to:

- Submit a referral to SYFR to enable them to perform an HSC. Details of how SYFR will process your information are available on their privacy notice here:
<http://www.syfire.gov.uk/data-sharing-and-protection/>

Stage four: How we will collect your personal information

The information will be collected whilst services are visiting your property as part of their usual service delivery. This includes the following services:

- Think Family Service
- Domestic Violence/Abuse Service
- Adult Social Care
- Public Health 0-19 Service
- Children's Social Care

Stage five: Our Legal Basis for processing your information

We collect and use your information under:

- Article 6 (1)(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Where consent is not given or not possible to be given the processing may be necessary under:

- Article 6(1) (e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Special Category data will be collected and used under:

- Article 9(2) (a) – Explicit consent

Where consent is not given or not possible to be given the processing may be necessary under:

- Article 9(2)(h) – Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional

Stage six: Why we may need to share your information

The Council needs to share your information with SYFR so that they can carry out an HSC visit via the Safe and Well Referral Scheme.

Stage seven: Who we may share your information with

The information collected will only be shared with South Yorkshire Fire and Rescue.

Stage eight: How long will your information be kept?

SYFR have documented policy and procedures in place to manage and dispose of data provided by partners. Within the CFRMIS system, fire risk data is secured for a period of current year plus 7 years in line with the Coroners court proceedings. Upon the time frame lapse, the data subject details will be redacted.

All referral information supplied through the secure referral portal into SYFR will adopt a rolling 90 day retention schedule where both partners can query any details and then the file will be redacted of all data subjects' information. This information is already placed in CRFMIS so the above retention scheduled and disposal is adopted.

Any information retained by BMBC will be done so in line with the corporate retention schedule and not kept for any longer than it is required.

Stage nine: What will happen if you fail to provide personal information?

Failure to provide the required information may mean that you will not be able to receive a HSC from SYFR. This could mean that any potential fire risks in your property may not be rectified.

Stage ten: How to access and control your personal information

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk