



Guernsey Fire & Rescue Service Fair Processing Notice

Guernsey Fire & Rescue Service (GFRS) is an operational area of the Committee for Home Affairs. The data processing activities are, at the most fundamental level, designed to deliver on the mandated purpose of the Fire & Rescue Service to support a high standard of living and quality of life by maintaining and promoting a safe, stable and equitable society which values public protection and justice and respects the rights, responsibilities and potential of every person.

1. The Data Protection Law

The controller for processing undertaken by GFRS is the Committee *for* Home Affairs and the Committee acknowledges its obligations as per the Data Protection (Bailiwick of Guernsey) Law, 2017, which provides a number of requirements in terms of processing activities involving personal data. The controller further acknowledges the general principles of processing as well as the rights of a data subject and more information in relation to these provisions are provided within this fair processing notice. This notice is intending to provide information as to how GFRS uses and processes your personal data.

2. The Principles of Processing

a. **Lawfulness, fairness and transparency**

Personal data must be processed lawfully, fairly and in a transparent manner.

In addition to extinguishing fires, the Service attends many other incidents which are classed as special services, these include, Road Traffic Accidents, assisting property owners after storm damage or flooding and responding to chemical incidents. The GFRS also provides services related to fire safety and training, and maintains records relating to holders of registered premises.

In order to run and administer these services provided by GFRS, the controller collects personal data directly from data subjects and indirectly from third parties, for example where reports are made regarding Fire Law contraventions, or from publicly available sources.

The personal data that is collected for these purposes may include:

- Your name
- Your postal address and contact number
- Your email address
- Billing information required for the provision of chargeable services etc.
- The context of your involvement in an incident attended by the GFRS which may include special category data dependent upon the circumstances
- Details of premises that you may own and have registered with the GFRS
- Images captured on our CCTV should you attend our premises, and your name and details should you be required to sign in at our reception
- Special category data may be collected and will be limited to medical information, in the course of fire safety inspections in order that appropriate advice and solutions are given

The use of this information is lawful and will be based on one of the following conditions:

- The processing is necessary for the performance of a contract – this may be appropriate for example where training services are being provided or a fire safety inspection has been requested;
- The processing is necessary for the exercise or performance of a public authority of a function that is carried out in the public interest;
- The processing is necessary because it is required by Law, for example where the GFRS needs to gather information in order to meet the requirements of the Fire Services (Guernsey) Law, 1997.

Depending on the specific purposes for which the information has been gathered, the GFRS may share data with loss adjustors (acting on behalf of your insurers), advocates, law officers and police.

Information will not be shared with other jurisdictions and the data collected will only be retained for the minimum amount of time necessary according to operational and legal requirements.

Agilisys Guernsey Ltd. provide support to and carry out maintenance on the IT infrastructure of the organisation. For Agilisys to carry out the function which they are contracted to provide, there will be instances where they may have sight of your personal data. The controller will only provide Agilisys with access to your personal data where there is a legitimate and lawful purpose for this access to be given in line with Schedule 2 of the Law and our internal policies and directives.

Your personal data may also be shared with the Scrutiny Management Committee ('SMC') and the Internal Audit function of the States of Guernsey as may be required for the completion of their relevant functions. Furthermore, any personal data shared with SMC and

Internal Audit will be limited and processed in accordance with Sections 5 and 13(b) of the Law.

b. Purpose limitation

Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

The controller acknowledges its responsibility with regards to this data protection principle and therefore the controller maintains that it will not further process that personal data in a way which is incompatible to its original reason for processing as specified in section 2a, unless the controller is required to do so by law. The personal data will not be transferred to a recipient in an authorised or an unauthorised jurisdiction (as per the definition within data protection law).

c. Minimisation

Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.

The controller maintains that it will only process the personal data which is detailed in section 2a and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless the controller is required to do so by law.

d. Accuracy

Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.

The controller will ensure that all personal data that it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

e. Storage limitation

Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.

The controller will ensure that all personal data is retained for the minimum amount of time necessary according to operational and legal requirements.

f. Integrity and confidentiality

Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The GFRS takes the security of all personal information under our control seriously and complies with the relevant parts of the Law relating to security. The controller maintains to process all personal data with appropriate levels of security and the controller has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected.

The GFRS will ensure that appropriate policy, training, technical and procedural measures are in place. These will include, but are not limited to, ensuring our buildings are secure and protected by adequate physical means. The areas restricted to our employees are only accessible by those holding the appropriate identification and have legitimate reasons for entry.

All individuals with access to electronic and manual records are vetted in a manner commensurate with the role that they are expected to undertake.

The GFRS complies with the information security standards of the States of Guernsey IT related Directives.

g. Accountability

The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

The contact details of the controller are as follows:

The Committee for Home Affairs

Tel: 01481 227353

Email: homeaffairs@gov.gg

The contact details for the Data Protection Officer of the Committee for Home Affairs:

Data Protection Officer, the Committee for Home Affairs

Tel: 01481 220012

Email: data.protection@gov.gg

3. Data Subject Rights

The Data Protection Law provides you as an individual with certain rights. The most commonly used right is that of the 'right to access' under section 15. Individuals can ask whether any information is held about them by an organisation, and request copy of that information. Subject access requests can be placed on the gov.gg website at <https://gov.gg/dp> , or by contacting the controller or data protection officer at the details listed above.

The Law also provide you with other rights, not least the right to complain to the regulatory authority. More information about all your rights can be found at <https://gov.gg/dp> and through the Office of the Data Protection Authority at <https://www.odpa.gg/>.