



Northumberland County Council

This is Your Personal Data

Northumberland Fire & Rescue Service - Wildfire Fire Plan

How we handle your information

Information for the public

Northumberland Fire and Rescue service has a legal duty to keep and process information about you included within Wildfire Plans in accordance with the law. This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about residents located in or around a wildfire risk area to enable us to effectively plan, prepare and respond to wildfire incidents and other emergencies in remote rural areas. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, contact details, email address
- address including the location of your property,
- contact we have had with you, for example, appointments & letters of correspondence,
- notes and reports about your relevant circumstances,
- details and records about the service you have received,
- relevant information from other people that we have been in contact with in relation to the service that you have received.

What is the information used for?

Your records are used to inform effective planning, preparation and response to wildfire incidents. These records may also help us respond to other types of emergencies in remote rural areas. For example, knowing how to access a particular hillside or knowing who to contact for a particular farm/estate in an emergency.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice and support you may need. If you do not provide us with this information then we will not be able to effectively react to a wildfire incident.

How long for?

We rely on the legal basis of processing being necessary for the performance of a task carried out in the public interest or in the exercise of official authority in line with Section 2 (1) of The Civic Contingencies Act 2004.

Your details will be kept as part of the Wildfire Plan for 3 years then updated. However, some Wildfire Plans will be updated every year if you are in a high risk wildfire area. Processing is kept to a minimum and will only be processed in accordance with the law.



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When other agencies are involved in planning, preparing and responding to wildfire incidents, we may need to share details about you to enable us to work together to ensure your safety, but also the safety of neighbouring landowners and any individuals onsite responding to an incident. Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be shared include:

- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances,
- government, for example anonymised information about our activities used for national fire statistics.

Anyone who receives information from us has a legal duty to keep it confidential

Partner organisations

The following partner organisations may require access to Wildfire plans but this will only be shared when there is a legal obligation to do so. This will usually occur in the event of a wildfire, where information must be shared in order to protect you, the safety of neighbouring landowners and any individuals onsite responding to an incident.

These could include:

- Regional Fire and Rescue Partners including; Cleveland Fire Brigade, Durham and Darlington Fire and Rescue Service, Tyne and Wear Fire and Rescue Service, Cumbria Fire and Rescue Service and Scottish Fire and Rescue Service.
- Other blue light emergency services including Police and Ambulance.
- In some circumstances, other Fire & Rescue services outside of the region may need this information when called upon to support with an emergency.
- National Park Authority, Natural England, Environment Agency and Forestry Commission may be required to attend an emergency response and will be provided with a copy of the Wildfire Plan.

Information will be processed within the EEA and will not be shared with overseas recipients.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Wildfire Plan records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Team directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.



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Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your Wildfire Plan information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us - Robert Stacey on 01670 621167 or Robert.Stacey@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk