

## **Privacy Notice**

### **Your Rights**

Subject to certain restrictions, you have the following rights:

#### **The right to be informed**

You have the right to be informed about the collection and use of your personal data. We must provide information on our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with. We call this 'privacy information' and full details are available on our website. We regularly review and, where necessary, update our privacy information.

#### **The right of access**

You have the right to access your personal data. This is commonly referred to as a Subject Access Request. This gives you the right to obtain a copy of your personal data as well as other supplementary information. It helps you to understand how and why we are using your data. In most circumstances we cannot charge a fee to deal with a request.

You can make a Subject Access Request verbally or in writing. You may wish to complete a Subject Access Request form and email it to [dpo@derbys-fire.gov.uk](mailto:dpo@derbys-fire.gov.uk). This will help us locate the information you want.

#### **Who can I contact about my personal information?**

You can contact our Data Protection Officer with regard to any issues related to the processing of your personal information, including exercising any of your rights or making a complaint.

We encourage people to bring to our attention any instances where they think our collection, or use of, information is unfair, misleading or inappropriate.

Data Protection Officer  
Joint Police & Fire Headquarters  
Butterley Hall  
Ripley  
Derbyshire DE5 3RS

Telephone: 01773 305305  
Email: [dpo@derbys-fire.gov.uk](mailto:dpo@derbys-fire.gov.uk)

#### **Right to make a complaint to the Information Commissioner's Office**

If you wish to complain about any aspect of the handling of your request, then you should contact our Data Protection Officer at:

Data Protection Officer  
Joint Police & Fire Headquarters  
Butterley Hall  
Ripley

Derbyshire DE5 3RS

Telephone: 01773 305305

Email: [dpo@derbys-fire.gov.uk](mailto:dpo@derbys-fire.gov.uk)

If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by our Chief Fire Officer/Chief Executive. Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner. Please note that the Information Commissioner will not investigate your case until our internal review process has been completed.

The Information Commissioner's Office (ICO) is the UK's independent body set up to uphold information rights. You have a right to lodge complaints with them.

To find out more about them, visit <https://ico.org.uk/about-the-ico/who-we-are/>  
To contact them, either visit their website, dial 0303 123 1113 or 01625 545745 or write to them at:

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

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