

Crown Premises' Fire Safety Inspectorate (CPFSI)

Privacy notice

The following is to explain your rights and give you the information you are entitled to under UK data protection legislation.

1. The identity and contact details of the Ministry of Housing, Communities and Local Government (MHCLG) and our Data Protection Officer

MHCLG is the data controller. The Data Protection Officer can be contacted at dpo@communities.gov.uk

2. What personal data we are collecting and why

Your personal data is being collected to enable the Crown Premises' Fire Safety Inspectorate (CPFSI) to undertake its statutory duties as a regulator under the Regulatory Reform Order (Fire Safety) 2005. Personal data is collected to enable CPFSI to communicate with the correct Responsible Persons occupying/managing or maintaining Government buildings. Data is also used to, where required, to enable CPFSI to assist other legal entities such as the police, HM Coroner, HSE or Prisons and Probation Ombudsman.

The following personal data is being collected for this purpose:

- Contact details, name, work email, work phone number, work location.
- Information relating to fires in and deaths or injuries from fire related injuries within Government buildings.

We may also use it to contact you about facilitating future inspections, or investigations.

3. Lawful basis for processing the data

The data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is:

Performance of a task in the public interest namely undertaking Fire Safety Inspections and investigations into fire safety failings within Crown Owned/Occupied buildings.

Special Category personal data – Health Data as per GDPR Article 4(15).

Whilst investigating fires which have unfortunately caused death or serious injury it may be necessary to view and process Health Data. This may include –

- any information on injury, disease, disability or disease risk, including medical history, medical opinions, diagnosis and clinical treatment.

- medical examination data, test results, data from medical devices.

4. With whom we will be sharing the data

- HM Coroner
- Police
- Health and Safety Executive
- Prisons and Probation Ombudsman

5. For how long we will keep the personal data, or criteria used to determine the retention period.

Your personal data will be held for as long as the data is required to undertake inspections, investigations or for as long as it is required for legal purposes. Once this information is no longer required for these purposes, it will be securely deleted or anonymised.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

- a. know that we are using your personal data
- b. see what data we have about you
- c. ask to have your data corrected, and to ask how we check the information we hold is accurate
- d. complain to the ICO (see below)

In some circumstances you may also have the right to withdraw your consent to us having or using your data, to have all data about you deleted, or to object to particularly types of use of your data. We will tell you when these rights apply.

7. Sending data overseas

Your personal data will not be sent overseas *[departmental policy is that personal data is wherever possible held on our own departmental networks. Note that this cannot be claimed if using certain web-based services, as servers may be based overseas. Processing other than in the UK / EU / EEA or specific territories that provide a similar level of protection for personal data are known as 'restricted transfers'. In that case, you must carry out a risk assessment and ensure that the system in use has appropriate protection and that you have taken all precautions necessary to protect the data, and must make this clear. Further information is available in the guidance on [international transfers](#)]*

8. Automated decision making

We will not use your data for any automated decision making.

9. Storage, security and data management

Your personal data will be stored in a secure IT system.

10. Complaints and more information

When we ask you for information, we will keep to the law, including the UK General Data Protection Regulation and Data Protection Act 2018.

If you are unhappy with the way the Department has acted, you can [make a complaint](#).

If you want to make a request to access your data, or another request in relation to your rights, or if you are not happy with how we are using your personal data, you can contact dataprotection@communities.gov.uk

If you still have a concern about the way in which MHCLG has handled your personal data you can contact the Information Commissioner's Office to make a complaint using their [website service](#) or by telephoning 0203 123 1113. [Further information](#) about your data protection rights can also be found on the Commissioner's website.