

# **Lancashire Fire and Rescue Service Privacy Notice**

## **Competition Winners**

This privacy notice is designed to help you understand how and why your personal details are captured and used by us.

### **What is the purpose of this document?**

Lancashire Fire and Rescue Service (LFRS) is committed to protecting the privacy and security of your personal / sensitive information.

Your privacy is important to us. This privacy statement explains what personal data we collect about you and how we store and use that data.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

LFRS is the data controller for the information held about you. If you have any queries about the process or how we handle your information please contact us at Information Governance, Lancashire Fire and Rescue Service, Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH.

### **Why do you need to process my personal details and how will you use it?**

LFRS will use the information submitted for the following purposes: -

- We collect your data from the information you provide us with when you enter the 'Win an iPad competition', run by LFRS, for example.
- Your data will be used for the purposes of managing and administering the competition, including notifying you if you are a winner.

Submissions for the competition may be used for:

- Determining a winner of the Competition,
- Internal (LFRS) websites and digital communications, printed material, training and educational material.
- External websites, social media and digital communications, printed material, training and educational material.
- News media and their associated websites and social media channels including print, television and radio.

## Sharing your information

We may need to disclose certain information to the Information Commissioner's Office (ICO) if it is deemed necessary.

There are a number of other reasons why we may share your information outside of our Service. This can be due to:

- Our obligations to comply with current legislation.
- Our duty to comply with a Court Order.
- You have consented to the sharing / disclosure.

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or is permitted under the UK General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual, share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation).

Unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

## Lawful basis for processing – UK General Data Protection Regulation

The condition for processing under the GDPR will be:

- **Article 6(1) (a) of the GDPR**, the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- **Article 6(1) (b) of the GDPR, necessary for the performance of a contract** – the processing is necessary for the purpose of managing and administering the competition.

## Automated decision making, including profiling.

When Lancashire Fire and Rescue Service process your information, we will not process your data to make a decision by wholly automated means.

## **Change of purpose.**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **Who will have access to the information?**

Competition submissions will only be available on our internal systems and only accessible by the relevant personnel who have a role requirement to use them.

## **How long will you keep hold of my information?**

We will keep your data for as long as is necessary for the purpose of administering the competition.

We will only retain your information for longer, where you have consented to this.

## **Is there anything else I need to know when it comes to my personal information?**

Where the capture and use of the image is based on your consent, you have the right to withdraw this, to find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further, see below.

## **Your Rights.**

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

- Request sight of the information that we are holding on you
- Request the rectification of any inaccurate personal data
- Request erasure of personal data
- Request restriction of processing
- Object to the processing of your data
- Data portability
- Lodge a complaint with the Information Commissioner's Office
- Request to withdraw consent where the processing is based on consent.

To find out more about your rights [click here](#).

If you have any concerns or would like to discuss how we use your information, please contact the Data Protection Officer, or the Knowledge and Information Officer via:

Information Governance Department  
Lancashire Fire and Rescue Service  
Fire Service HQ Garstang Road Fulwood  
Preston  
PR2 3LH

Email: [infogov@lancsfireandrescue.org.uk](mailto:infogov@lancsfireandrescue.org.uk)

Telephone: 01772 866907.

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

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

[www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

### **Changes to this privacy notice**

We keep this privacy notice under regular review. It will be reviewed as deemed appropriate, and least once every 3 years, and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidelines.

### **Changes to this Privacy Notice**

Last Review:	27 June 2024
Next Review:	27 June 2024