Contractors attending RBFRS sites

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects 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).

What information we collect about you

When you become a contractor for us, we require our induction process to be completed to allow you to attend any of our sites which include Stations, Domestic houses and our Headquarters (Newsham Court, Pincents Kiln, Calcot, Reading, Reading, RG31 7SD). Part of our induction will require personal information from you. This includes your name, your company employer name, your job title along with your DBS number and expiry date. It is also the responsibility of your line manager to confirm with us you have a right to work and hold the relevant qualifications/certifications to carry out your role.

Why we need it

We collect this information to ensure the safety and security of all persons on site and to verify that contractors are suitably qualified, competent, and authorised to undertake the work required. This enables us to ensure that all works are carried out in accordance with relevant legislation, industry standards, organisational policies, and health and safety requirements.

Our legal basis for processing

Under the UK General Data Protection Regulation (UK GDPR), we are able to process your personal data under article 6(1)(e) – Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

What we do with it

The information you provide is used to manage contractor access to our premises, verify that appropriate qualifications, certifications, and competencies are in place, and confirm that you have read, understood, and acknowledged the relevant site induction information. Records are maintained electronically through our contractor induction process, and, upon each site visit, contractors are required to sign the site's visitor logbook. This information is used to support site safety, security, emergency procedures, contractor management, and compliance with legal and organisational requirements. The information is not routinely shared with third parties and is only accessed by authorised personnel where necessary.

Sharing your information

This information is only accessible to members of our Facilities and Customer Service (Reception) teams and may be used by Fire Wardens should an evacuation occur and we need to ensure no one is left in any building.

There are a number of 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 where 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. We do receive requests for information, however, 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.

Your personal information will not be transferred outside of the European Economic Area (EEA).

How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept.

Consequently, personal information relating to details entered into the visitors book will be retained for 1 month, when it will then be confidentially disposed of.

Information collected during the induction process will be retained for the duration of the contractor's engagement with the Service. Records will be securely deleted when the contractor leaves the company or when the company ceases to provide services to the Service, whichever occurs first.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

Your rights

Under the data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

The rights available to you depend on our reason for processing your information.

Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Further information about your individual rights is available on the Information Commission's Office (ICO) website - for the public.

Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commission's Office (ICO):

ICO Website - Make a complaint

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

08 October 2026

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

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