

Q. What are my responsibilities as a line manager?

A. The supervision of processing and disclosure of data. Advice can be sought from the Data Protection Officer. (Full training will be given to line managers.)

Q. What information am I allowed to disclose?

A. Disclosure of data means revealing details of anyone’s personal information to a third party. Disclosure of data is limited under the Act. Staff will be provided with details of routine permitted disclosures. Non-routine disclosures should normally only be made with the permission of the Data Subject and will be strictly controlled. If in any doubt at all, refer a request to your line manager. Line managers can contact the service Data Protection Officer, Chas Betts, at Performance Review if unsure of how to deal with a request.

Q. How do I deal with emotional or insistent callers?

A. Follow the telephone guidelines. If there is still a problem refer them to your line manager.

Q. How do I keep personal data secure?

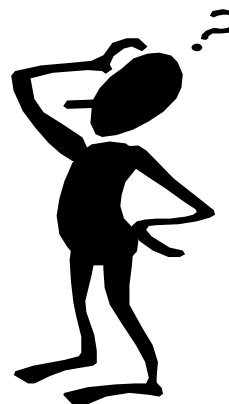
- A. i) Log out your computer*
- ii) Lock filing cabinets/offices*
- iii) Don’t leave personal data on desks.*



YOUR RIGHTS AS AN INDIVIDUAL

Q. What are my rights as a “Data Subject”?

A. You have the right to be informed of data being processed, the right to inspect personal data, the right to prevent data processing and the right to rectify, block, or erase data. You can view data kept about you and ask for a copy.



The Data Protection Officer
Hampshire Fire & Rescue Service HQ,
Leigh Road,
Eastleigh,
SO50 9SJ

☎ 023 8062 6850

email: performance.review@hantsfire.gov.uk

The Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF

Info line: 01625 545745
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Hampshire Fire and Rescue Service

DATA PROTECTION ACT 1998 – YOUR RESPONSIBILITIES AND RIGHTS

The Data Protection Act 1998 requires organisations to register the types of data (information) they hold about individuals, the reasons for holding this information, and how the information will be processed.

As employees of Hampshire Fire and Rescue Authority we each have a legal responsibility to make sure that the personal data we handle is dealt with in accordance with the Act, whether we deal with personal data every day or rarely. Both the Authority and individual employees can be prosecuted for non-compliance with the Act.

This guide has been written to give all employees an overview of the Act. It aims to answer key questions, but is not a comprehensive description of all the requirements of the Act.

Appropriate training will be given to each employee to highlight specific responsibilities under the Act, more detailed information is available within the HFRS website.

(Refer to Service Order SO/11/1)

KEY QUESTIONS ABOUT THE DATA PROTECTION ACT 1998

Q. Why is there a need for the Data Protection Act 1998?

A. There is a much greater level of individual protection now.

“The Eight Data Protection Principles” include the requirements that personal data should be processed fairly, used only for the purpose it was collected, be accurate, relevant and not excessive, and kept securely. Also, data can only be disclosed to a third party with the permission of the Data Subject.

There are some exceptions to these conditions – usually related to criminal investigations, taxation and national security.

Q. What is meant by processing data?

A. Processing data includes collecting, using and destroying personal information

Q. What is a “Data Subject”?

A. A “Data Subject” is any identifiable living person who is the subject of personal data processing by an organisation.



Q. What is personal data?

A. Information, be it on paper or held electronically, relating to an identifiable living person and held in a filing system (Examples:

Name Chas Betts

Position Data Protection Officer

E-mail chas.betts@hantsfire.gov.uk

Other examples include your address, date of birth, service number, photograph, driving licence, and passport information.

Q. What is meant by disclosure of data?

A. Disclosure of data is revealing personal data to a third person.



Q. Suppose we don't comply with the Act?

A. The Service and individual employees are responsible for compliance. If the Information Commission (the body that oversees the Act) feels that the rules have been broken, legal action can be taken against either the Service, if they have not put in proper procedures in place, and / or the employee, if they have not followed those procedures. This could result in prosecution.

YOUR RESPONSIBILITIES AS AN EMPLOYEE

Q. I don't deal with personal data - why does this affect me?

A. The Data Protection Act will affect **ALL** individuals as they carry out their day-to-day duties. Inter-departmental liaison, telephone calls and home fire risk assessments are just a few areas where the Act governs the way we work with personal information. If you have access to individuals' home addresses or telephone numbers then you have access to data that could be covered by the Act.

Q. What do I need to consider when collecting personal data?

A. You should always follow your departmental, station procedures. Information taken about an individual has to be pertinent, necessary and, kept to a minimum.

Q. What are my responsibilities when I collect any personal data?

A. You are bound to inform the Data Subject why you are collecting the data, what it will be used for and obtain their permission. Also to ensure the data is only disclosed to individuals who are entitled to see it.

