



Dublin Fire Brigade

Proudly Serving Dublin

Since 1862

Dublin Fire Brigade
Privacy Statement

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Introduction.

Dublin Fire Brigade is a section within Housing and Community Services Department, Dublin City Council. Dublin Fire Brigade provides an integrated Fire, Rescue and Emergency Ambulance Service to the citizens of Dublin City and County; an area of over 920 square kilometres with a population of 1.35m residents. The focused and professional emergency fire service has been operating since 1862 with the service enhanced in 1898 by the addition of a professional Emergency Ambulance Service.

Dublin Fire Brigade runs a Regional Control Centre which processes fire, accident and emergency calls and is responsible for the mobilisation of responses in Dublin City, as well as the counties of Fingal, South Dublin, Dun Laoghaire-Rathdown, Carlow, Cavan, Kildare, Kilkenny, Laois, Longford, Louth, Meath, Monaghan, Offaly, Westmeath, Wexford and Wicklow.

Dublin Fire Brigade also ensures adequate fire safety in buildings and other structures. The Fire Prevention Section administers and implements relevant legislation to improve fire safety management practice and the issue of Fire Safety Certificates. The Fire Prevention Section also works with other sections in Dublin City Council, statutory and voluntary groups to promote and implement fire safety in the community.

The delivery of our high quality services, tailored to meet the needs of our customers, remains one of Dublin Fire Brigade's core objectives. All aspects of Dublin Fire Brigade's service have the International Standards Organisation (ISO) 9001/2008 accreditation. In 2017, Dublin Fire Brigade was awarded the ISO 45001 certification by the National Standards Authority of Ireland (NSAI). Recognised worldwide as the highest international standard for Occupational Health and Safety Management Systems (SMS), ISO 45001 provides a framework to identify, control and decrease the risks associated with emergency service activities.

The legal basis for processing personal data is mainly contained under Section 10 of the Fire Services Act 1981. Dublin Fire Brigade receive personal data while processing emergency calls, responding to emergency incidents and treating patients at the scene of an incident. Personal information is also received from applicants or their agents in applying for licences and Fire Safety Certificates.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities, and businesses of the City and County of Dublin we are required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the EU General Data Protection Regulation 2016 (GDPR). The personal data may relate to past and future service users; past, current, and prospective employees; suppliers and members of the public who may engage in communications with Dublin Fire Brigade. In addition, Dublin Fire Brigade may need from time to time, to collect, process and use certain types of personal data to comply with

regulatory or legislative requirements or as otherwise reasonably required for the performance of its functions.

Why do we have a privacy statement?

Dublin Fire Brigade has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Dublin Fire Brigade, we will endeavour to ensure the security of that data you provided.

Dublin Fire Brigade commits to using personal data which is

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary for the purpose it was obtained.
- Recorded, stored accurately and securely and where necessary kept up to date.
- Kept only for as long as necessary for the purposes for which it was obtained.
- Processed only in a manner that ensures the appropriate security of the personal data including against unauthorised or unlawful processing.

Dublin Fire Brigade may also share your information with other organisations where necessary and permitted or required by applicable law, including other public authorities and bodies. Personal data may also be shared with third party processors responsible for supporting Dublin Fire Brigade's operations.

We will retain your personal data only for as long as required for the performance of our functions, after which time it will be deleted by appropriate and secure methods.

Types of Personal Data.

Emergency Calls.

The East Region Control Centre processes emergency fire and rescue calls for all of the counties in Leinster, Cavan and Monaghan. The Call Centre also processes emergency medical calls in Dublin and parts of the County of Dublin. The purpose of processing these emergency calls, is to facilitate a timely response to emergency fire incidents, emergency rescue incidents and emergency medical incidents. Types of personal data processed include, name, address, age, phone number, nature of the emergency. In responding to these incidents DFB may share personal data with other Local Authorities, the National Ambulance Service, Gardaí and other statutory bodies. The legal basis for processing the personal data is Section 10 of the Fire Services Act 1981 and Section 25 of the Fire Services Act 1981. These records are retained for five years before they are destroyed.

Fire Reports.

When Dublin Fire Brigade operational crew attend a fire or an emergency rescue incident a fire report is completed. Some Fire Reports contain personal data, which has been received

at the incident. Types of personal data processed include, name, address, age, phone number, nature of the emergency. The legal basis for processing the personal data is Section 10 of the Fire Services Act 1981. Your information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so. These reports are destroyed after 10 years and in cases of exposure to asbestos 40 years before they are destroyed.

Patient Care Reports.

When Dublin Fire Brigade operational crew attend an emergency medical incident, a Patient Care Report is completed, which contains the patient's personal data. These reports are in duplicate, the original is handed over to the Health Service Executive (HSE) at patient hand over in hospitals. This duplicate record will not be shared with other organisations unless we have your consent or there is a legal basis for doing so. Types of personal data processed include, name, address, age, phone number, nature of the emergency. The legal basis for processing the personal data is Section 25 of the Fire Services Act 1981. Dublin Fire Brigade retains the duplicate part of these reports for 20 years before they are destroyed.

Major Emergency Management & SEVESO Sites.

Dublin Fire Brigade operational crew in preparing /attending a major emergency incident/exercise or a SEVESO site incident/exercise may collect personal data. Types of personal data processed include, names, addresses, telephone numbers, injury details, incident/exercise details, briefing meetings, debriefing meetings. DFB may share this personal data with other Local Authorities, the National Ambulance Service, An Gardaí Síochana and other statutory bodies. The legal basis for processing the personal data is Control of Major Accident Hazards Regulations 2015 Seveso S.I.2009-2015. These records are usually destroyed after six years and in cases of exposure to asbestos 40 years.

Fire Prevention.

Fire Safety Certificate applications may contain personal data, names, addresses, phone numbers. Dublin Fire Brigade may share this personal data with An Bord Pleanála and with the other Dublin Local Authorities. The legal basis for processing the personal data is Part B of the Second Schedule of the Building Regulations 1997. Records in relation to Fire Safety Certificates are held for the lifetime of the building.

Annual licencing records for excise licences, lottery licences, occasional licences, public dance hall licences, transfer of licences, restaurant licences, declaratory licences and ad-interim transfers. These applications may contain personal data such as names, addresses and phone number. Dublin Fire Brigade may share this personal data with the Courts Service. The legal basis for processing the personal data is Licensing Acts 1833-2011, Registration of Clubs Acts 1904-2008, Intoxicating Liquor Act 2008. These applications are held for a year before they are destroyed.

Event licence applications may include personal data such as names, addresses and phone numbers. The legal basis for processing the personal data is Licensing of Indoor Events Act

2003 – S.I. No. 15, Planning and Development Act, 2000 S.I. No. 30 and Planning and Development (Licencing of Outdoor Events) Regulations, 2001, - S.I. No. 154. Event licence records are usually held for three years before they are destroyed.

Payment for Goods and Services.

The Fire Brigade Accounts Section process invoices to suppliers for the receipt of goods and services on the Oracle Financial System. Personal information is sought to enable payments to be made to these suppliers, supplier's names, e-mail address, Tax No, PPS Number, Bank A/C Number, IBAN, BIC and Sort Code. The legal basis under Revenue Regulations and Taxes Consolidation Act 1997 (as amended by subsequent Acts up to and including the Finance Act 2018). These records are retained for a period of seven years.

Training Records.

Dublin Fire Brigade delivers training courses to members of the public, in doing so they may require personal data, such as names of the attendees, phone numbers and company details. The legal basis for processing the personal data is Section 15 of the Fire Services Act 1981. These records are retained for a period of 2 years.

Keeping Your Data Safe.

The security of your personal information is important to us. Dublin City Council has a range of procedures, policies, and systems to ensure that access to your data is controlled appropriately. Data is stored in a number of formats. Electronic data is stored on a secure network, data cannot be read without special knowledge, such as password, access to your data is also restricted to those members of staff that have approval to do so. Hard copies of data is also stored in-house, in areas where there is restricted access, records are also stored in secure archives. Hard copies of records are stored in two secured off site facilities, one owned by Dublin City Council and the other by a third party.

Changes to or privacy statement.

We keep our privacy statement under regular review and we will place any updates on this web page.

Governing Law and Jurisdiction.

This privacy statement and all issues regarding this website are governed exclusively by Irish Law and are subject to the exclusive jurisdiction of the Irish courts.

Your rights.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data;
- the right to require us to rectify any inaccuracies in your personal data;
- the right to require us to erase your personal data;
- the right to request that we no longer process your personal data for particular purposes;
- the right to nominate a third party to access your data on your behalf.
- the right to object to our use of your personal data or the way in which we process it; and
- the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

Third Party Access.

DFB recognises your right to nominate a third party to access your data on your behalf. In order to facilitate this DFB will require a signed document containing your contact details and identifying the nominated third party. The document should also outline the data you require the third party to access.

Please note that in order to protect your privacy, we take steps to verify your identity and that of any nominated third party before granting access to your personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details you request.

Address: Data Protection Officer,
Law Department,
Dublin City Council,
Block 3, Floor 3,
Civic Offices,
Dublin 8.

Email dataprotection@dublincity.ie Tel 01 2223775

All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended up to two months where necessary.

Complaints.

If you are not satisfied with the outcome of the response you received from Dublin City Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

The Data Protection Commission's website is www.dataprotection.ie or you can contact their office at:

Lo Call Number: 1890 252231
E-mail: info@dataprotection.ie
Postal address: Data Protection Commission,
Canal House,
Station Road,
Portarlinton,
Co. Laois.
R32 AP23.

Dublin Fire Brigade Contact Details.

By Post: Chief Fire Officer,
Fire Brigade Headquarters,
165-169 Townsend Street,
Dublin 2.
Phone: 222 4000
E-mail: fire@dublincity.ie

With Regards

Dennis Keeley



Chief Fire Officer

**Dublin Fire Brigade HQ | 165-169 Townsend Street | Dublin 2 | Ireland
Briogáid Dóiteáin Bhaile Átha Cliath | 165-169 Sráid na Lobhar | Baile Átha Cliath 2**

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