

Privacy Notice - Fire Safety

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller'. This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to fire safety in residential council buildings. It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we process

We process your name, address and contact details.

Why we process your data

We process your data so that we can arrange a fire risk assessment in your home.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Article 6(c) Legal obligation: the processing is necessary for us to comply with the law

The relevant legislation is:

- Fire Safety Act 2021
- Building Safety Act 2022

How we use your data

We will use your data to contact you to book an appointment to carry out a fire risk assessment at your home.

Who we will share your data with

We will only share your data with Frankham Consultancy Group for the purposes of booking your appointment.

How long we will keep your data

Frankham Consultancy Group will keep your data safe and secure for a period of 1 year, as required to complete the fire risk assessment at your home, in line with our retention Schedule. After this time, it will be securely destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal](#)

[data privacy notice – Newham Council](#) or at [For the public | ICO](#) If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk