## **EMERGENCY HEADCOUNT LIST**



General Information						
Company Name:						
Area Covered:		* Date:				
Name of Fire Warden:		Mobile:				
*This list to be reviewed	d/updated by fire warden ev	ery 4 month or when	never required			

No.	Name	Mobile	Status		
			Present at Assembly Point	Called & Found to be out of the building	Missing

Internal

Any personal data provided by you will be used, recorded and processed by us in accordance with the relevant statutory basis including the Data Protection Law 2007. We do not disclose any information you provide to any third parties or other government authorities except where (i) such disclosures are necessary to fulfill our obligations to you in which case we will require such third parties to agree to treat it in accordance with this Policy; (ii) required by applicable laws, courts orders, or government regulations (for example to prevent or detect crime); (iii) you give us permission to do so. Please see the Data Protection Law 2007 for a full account of your rights relating to data protection