



## FIRE SAFETY SUPPORT AND EDUCATION (FSSE) – PRIVACY NOTICE

**Last reviewed / updated: February 2025**

This privacy information note explains the information SFRS (“we”) are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our [General Privacy Notice](#) which explains more about who we are, our role in data protection and what rights you have.

Process owner: **Prevention, Protection and Preparedness Directorate**

This notice relates to the following categories of data subject:

**Child or Young Person (CYP) 18 years old and under, their families / carers**

### **Why we are collecting your information?**

Fire related antisocial behaviour places a significant demand on our resources, other public services and communities. These acts include deliberate fire setting, malicious actuation of fire alarm systems, hoax calls, hydrant abuse and attacks on personnel.

We work in partnership to deliver Fire Safety Support and Education (FSSE).

Through FSSE we aim to:

- Have arrangements for effective engagement with those who demonstrate an unsafe or concerning interest in fire or have been involved in fire related antisocial behaviour;
- Support a consistent approach and be proactive to reduce deliberate fire setting and promote responsible citizenship and wellbeing;

- Identify trends within incidents of fire setting and use information to influence future partnership working and interventions;
- Support those who have been known to play with ignitors, set fires or have fascination with fire and to keep them safe from fire.

### **What information is being collected?**

All information collected will be classified Official Sensitive.

The information we are processing falls into the following categories of personal data:

#### **Personal data:**

- Name;
- Address.

#### **Special Category data:**

- Age;
- Gender / gender identity;
- Caring responsibilities;
- Care experienced;
- Preferred language;
- Details of incident(s);
- Parent / Carer Details;
- Social Work Details;
- Education Information.

### **Legal basis for the processing**

Before we process your data, we need a legal basis for doing so. This is covered under the Data Protection Laws below:

- Article 6(1)(a) the data subject has given consent to the processing of his or her Personal Data for one or more specific purposes;
- Article 9(2)(b) the data subject has given explicit consent to the processing of those Personal Data for one or more specified purposes;
- Article 9 (2) (g) processing is necessary for reasons of substantial public interest.

### **How we collect the information about you?**

The information will be collected by Fire Safety Advisors by receiving referrals from parents, education, health or any other agency with a concern.

When obtaining explicit consent for the collection of your information, the referring partner / agency will be required to confirm that you / your parent / carer have agreed to have your details passed to us.

Further information may be gathered through conversation with you.

### **How the information will be used?**

We will work in partnership to deliver Fire Safety Support and Education (FSSE) through a programme of targeted interventions, offering a flexible approach to assist in the education of those who demonstrate an unsafe or concerning interest in fire.

We have a responsibility to promote social wellbeing and prevent harm. To ensure you receive relevant services and we improve our own, we often work with other authorities, agencies and partners.

We aim to use the information to reduce service demand and risk factors to you, your family and our communities.

## **Who we share your information with?**

We do not share information about children and young people without explicit consent unless the law and our policies allow us to do so. For example, if we identify a safeguarding concern as part of our engagement, we have a legal duty to work with our statutory partners to safeguard children under the Children Act 2004. We will, therefore, share our concerns with the most appropriate partner.

## **How long we hold your information for and where?**

Your information will be retained by us until you reach the age of 25.

Our local areas will keep an electronic database of active and non-active referrals. We apply access controls to ensure that only authorised staff can access your personal information.

## **Automated decision making**

The information we have collected will not be used to make any automated decisions about you.

## **Requesting access to your personal information and your rights**

Under data protection legislation, you have a number of rights regarding your personal information. You have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it deleted (where we do not have a legal requirement to retain it);
- have it rectified, restricted;
- object to us using it;
- data portability (in certain circumstances).

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

To act on any of the above rights or if you have any concerns about how we are using your personal information, please contact the Data Protection Officer (contact details below).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office, Tel. No. 0303 123 1113 or in writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

### **Contact details of the Data Protection Officer:**

We are a Data Controller for personal data. Our details have been registered with the Information Commissioners Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <https://ico.org.uk>

If you would like to discuss anything in this privacy notice, please contact:

Carol Wade, Information Governance Manager (Data Protection Officer), Scottish  
Fire and Rescue Service Headquarters, Westburn Drive, Cambuslang, G72 7NA  
Email: [Carol.Wade@firescotland.gov.uk](mailto:Carol.Wade@firescotland.gov.uk)

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