Working together for a safer Scotland

SCOTTISH FIRE AND RESCUE SERVICE
Working together for a safer Scotland

FIFE THIRD OPTION CONSULTATION – PRIVACY NOTICE

Last updated: November 2026

Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. The processing of personal data is covered by the General Data Protection Regulation 2018 and Data Protection Act 2018.

This privacy notice explains the information SFRS ("we") are collecting about you, why we have collected it and how it will be used.

Process owner: **People, Communications and Engagement, Public Involvement and Consultation Team**

This notice relates to the following categories of data subject:
SFRS Stakeholders, Members of the Public and SFRS Staff

Why are we collecting your information?

The Scottish Fire and Rescue Service (SFRS) is inviting you to share your views on the future of service provision in Fife.

In September 2023, the number of wholetime fire engines, also referred to as appliances, based at Glenrothes and Methil fire stations was temporarily reduced from two to one.

At the same time, SFRS changed the type of height appliance based at Dunfermline. The change at Dunfermline has since been confirmed as permanent by the SFRS Board.

In 2025, we consulted on proposals to permanently change the number of wholetime pumping appliances based in Fife. At that time, Lochgelly retained two wholetime pumping appliances, while temporary withdrawals at Methil and Glenrothes meant that each station was operating with one wholetime pumping appliance, despite both stations having an established provision of two wholetime pumping appliances. The consultation sought views on permanently removing one pumping appliance from Lochgelly and one from either Methil or Glenrothes.

Having considered the feedback received through that consultation, we are now seeking your views on a third option: whether the temporary arrangements currently in place at Glenrothes and Methil should become permanent.

As a statutory service provider, we have a legal duty to consult with you in the decision-making processes regarding the service we provide.

To fully analyse the results received, some personal information will be requested to allow us to identify any data trends. Personal data will also be requested to enable a receipt of response or to enable feedback to any queries received.

You will be able to submit your views via an online questionnaire, alternatively you can request a hard copy for completion.

By contributing to this consultation, you are giving express permission for your comments to be published; however, any such comments will be published anonymously.

You may be given the opportunity to comment on how we have conducted this consultation exercise. This will provide us with your views on what worked well and what could be improved to help inform future exercises.

We are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and, therefore, we must consider any request made to it under the Act for information relating to responses made to this consultation.

How do we collect the information about you?

We collect the information directly from you when you complete the questionnaire, either via the Citizen Space online survey platform or on the paper format which will be input into Citizen Space. Any paper format will be destroyed once input into Citizen Space.

What happens if I do not want my information collected?

The provision of certain categories of personal data is optional.

You can still share your views; it may mean that we will be limited in the scope of any detailed analytical reports that are produced. It may also mean we will not be able to acknowledge receipt of your response or to follow up on any queries you may have.

What information is being collected by us?

Categories of personal data:

- Name (Optional);
- Email address (Optional);
- Organisation, group, or team name;
- First part of postcode, e.g. DD11, G12;
- Local authority area;
- IP address (system generated);
- Unique response identifier (system generated).

Special categories of personal data (Optional):

- Age;
- Gender / gender identity;
- Caring responsibilities;
- Care experienced;
- Disability;
- Ethnicity;
- Sexual Orientation;
- Religion or belief.

Legal basis for the processing

Before we process your data, we need a legal basis for doing so. In this case, the basis for processing your personal data is consent. This allows us to determine if our strategies are reflective of your expectations so that services can be provided appropriate to your needs.

SFRS employees are asked to identify themselves as employees to enable the collation of staff specific issues, so that action can be taken as appropriate.

The system collates IP address information. This is intended to assist us in identifying suspicious responses, such as in the case of automated submissions, duplicate submissions or where inappropriate content has been submitted.

Each participant who submits a response in Citizen Space is given a unique ID for that response. This ID is response specific, not user specific, meaning that every response is given an ID not each respondent. This is designed to track and find formal submissions.

Special categories of personal data are requested to determine if our consultation is fair and inclusive and there is a satisfactory level of engagement across protected

characteristic groups. The provision of this information is optional. However, if it is provided, you are giving explicit consent for us to use this information.

This is covered under the Data Protection Laws below:

For Personal data:

- the data subject has given consent to the processing of his or her Personal Data for one or more specific purposes – Art. 6(1)(a)

For Special Category data:

- the data subject has given explicit consent to the processing of those Personal Data for one or more specified purposes – Art. 9(2)(a)

How the information will be used and stored?

Your response will provide us with insight of your views and responses from this consultation and will be considered alongside the feedback received through the 2025 consultation before a final decision is made.

We encourage your participation and involvement in our decision-making processes and facilitate open dialogue which will strengthen the voice of communities, our partners, and the public.

The information will be collected over a period of three weeks. It will then be processed for a further five weeks.

Your information will be stored in Citizen Space and only designated staff from the Governance, Strategy and Change (GSC) directorate and the SFRS Public Involvement and Consultation Team (PICT) will be able to access the software. Further information in relation to Citizen Space is linked and access to review the Citizen Space Privacy Notice.

Any analytical work using your response data will be exported to an excel spreadsheet and saved to SharePoint that can only be accessed by designated members of the GSC and PIC teams.

Your personal data, such as name, email address, IP address and unique reference number, will not be saved, as this is not required for analytical purposes.

Who do we share your information with?

By commenting on this consultation, you are agreeing that your comments can be made public in a consultation report that may be published on our website.

We may use your comments within a press release or online (social media or website).

If you are responding as an individual, your responses will remain anonymous; consent may be sought from organisations to share their comments.

Any reports submitted to SFRS management or published on our communication platforms will be entirely anonymous. This includes redacting any identifying personal information within free text responses.

How do long we hold your information for?

Any personal information provided by you will be destroyed within six months of the end of the consultation process. This will ensure we are not keeping any personal data longer than necessary.

Automated decision-making?

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

Requesting access to your personal data and your rights

Under data protection legislation, you have many rights regarding your personal data. 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 by unsubscribing 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 Information Governance Manager/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-the-general-data-protection-regulation-gdpr/individual-rights/

To complain to the Information Commissioner's Office:

https://ico.org.uk/concerns/

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

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

Carol Wade, Information Governance Manager / Data Protection Officer
Email: carol.wade@firescotland.gov.uk

Review date: November 2027