



PRIVACY NOTICE – FIRESKILLS

Last updated: October 2024

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 (PP&P)**

This notice relates to the following categories of data subject: **Child or Young Person 18 and under, their families or carers.**

Why are we collecting your information?

The Fire (Scotland) Act 2005 places a statutory duty on us to promote fire safety and engage with key target groups to reduce fire and the risk of fire. Analysis of Scottish fire statistics demonstrates that a high number of incidents attended by the Service are the result of actions carried out by a small minority of Young People (YP).

Engaging with YP through the Fireskills programme endorses the principles of a joined-up approach and partnership collaboration being essential to enable referral of YP to our Fireskills programme.

Fireskills is a flexible programme, consisting of a series of individual sessions that are based on firefighter drills, adapted to provide a unique learning experience for

YP. The sessions can be combined to provide a course which assists SFRS to meet local priorities and the principles detailed above.

In addition to the general Fireskills programme, there is a Fireskills Employability Award (FEA). This is an advanced level of the programme and provides Scottish Credit and Qualification Framework (SCQF) levelled accreditation for those that successfully complete the assessment criteria.

We, however, must obtain YP's personal information to ensure we have effective resources and measures in place to provide the best possible experience and safeguard their wellbeing.

What information is being collected?

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

Categories of personal data:

- Name;
- Address;
- Contact details;
- Date of Birth;
- Emergency contact details;
- Parent / Carer Details;
- School attending.

Special categories of personal data:

- Gender;
- Medical;
- Allergy;
- Disability;
- Images / Voice recordings.

Images will be used in both digital and printed formats. Images / video / voice may be used to promote the Service, providing advice, information and guidance both externally and internally, event promotion and recruitment and community safety campaigns. This includes, such as our corporate website, intranet site (iHub), social media channels, posters, publications, presentations, display banners, advertisements, media new releases and our weekly newsletter.

You can request we withdraw the use of your images / voice recordings at any time from the effectivity of the explicit consent. Following a request to withdraw consent, SFRS will cease the use of these thereafter where this is possible. These may still appear in publications already in circulation.

Legal basis for the processing

Before we process the YP's data, we need a legal basis for doing so. In this case, we keep and use this information to manage our relationship with the YP effectively, lawfully and appropriately, during the engagement process.

General Data Protection Regulation

Personal information:

- the data subject has given consent to the processing of his or her Personal Data for one or more specific purposes – Article 6(1)(a);
- processing is necessary for compliance with a legal obligation to which the controller is subject – Article 6(1)(c) (Fire Scotland Act 2005).

Special Category information:

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

How we collect the information about you?

It will be collected through a standard referral and explicit consent form securely via our fully trained Fireskills Course Co-ordinators. YP or parents / carers must complete this form before engagement takes place.

What happens if I do not want my information collected?

All processing of personal data is based on your explicit consent. You have the right to withdraw that consent at any time.

How the information will be used?

It will be used to enable us to deliver either of the Fireskills programme types and ensure we can identify the YP and their emergency contacts and make relevant adaptations to the course due to any medical, physical or mental requirements.

The outcomes for YP are learning team building, leadership and communication, developing positive life skills and understanding the role of the firefighter. This, in turn, leads to increased confidence, self-esteem and knowledge of the fire service. YP will also gain an understanding of the impact fire, fire-related anti-social behaviour, road traffic or water incidents can have on not only us but the community we serve to protect.

As such, YP, through a positive experience and building relationships with our personnel during a Fireskills programme, will increase health and wellbeing and encourage them to become responsible citizens leading to reduced service demand and safer communities.

By us nationally collecting anonymised statistical data, it allows our Early Intervention Team within PP&P to identify trends locally and respond appropriately to this. This may include, establishing new resources to engage with an age group or setting, translate materials to a language and work with our partners to ensure activities are inclusive and can be delivered safely and appropriately.

Who we share your information with?

If you are a participant within the FEA programme, we are required to share minimum information (name, address and date of birth) with our partners at Ayrshire College who are the credit rating body which accredits, quality assures and validates candidate certification. A Data Sharing Agreement is in place between us and the college.

Only the minimum information for the purpose of safeguarding wellbeing, programme development, attendance, progression and certification will be shared.

There may be occasions where information will need to be shared to partners during case conference, Child Protection or Adult Protection concerns, Children's Hearings or any other official meeting called. In this instance, no consent will be necessary to share this information.

How long we hold your information for?

The period that your information is kept for varies according to statutory requirements and other legitimate business reasons. We have set out these retention periods within our Records Retention Schedule and, for Fireskills engagement with YP, be retained for a period of 5 years.

Personal information is always maintained securely by the staff with responsibility for such records. We apply access controls and regularly monitor this to ensure that only authorised staff can access your personal information. GDPR Guidance will always be adhered to.

Fireskills is national, however, only anonymised statistical data is held nationally, all other data is retained by Local Senior Officer areas.

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 a number of 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 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

Review date: **October 2025**