Scottish Fire and Rescue Service (SFRS) Home Fire Safety Visit

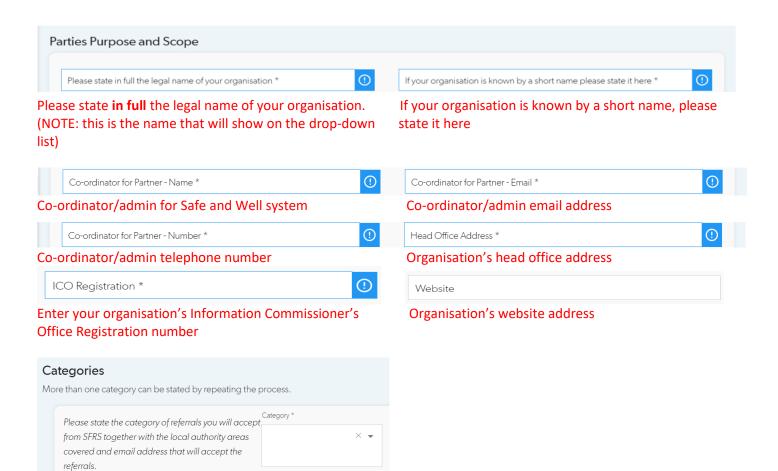




Partner Organisation How to Register for an Account <u>Appendix 2 Help Text</u>

Complete Appendix 2 if your partner agency will be a reciprocal referrer or if SFRS will only be referring to your organisation.

NOTE: There is no autosave within the form. Therefore, you cannot partially complete and save detail.



Available categories are alcohol, falls, smoking, hoarding, social isolation, heating the home, drugs/substance abuse, telecare/community alarms. NOTE: If your organisation offers assistance for more than one category repeat the process to add another category, areas covered etc.

List (by local authority area) the area(s) your organisation covers for the category chosen above. Services must be offered throughout the whole local authority area stated and not, for example, just one town within that area.

Give a very brief description of the service your organisation provides in the freetext box above

Referral Notification - Email

Enter the email address of where you would like email notifications sent to for the category chosen above

Teams

Please record relevant teams in your organisation. Should you require to add teams at a later date, this can be done by contacting your organisation's co-ordinator (stated above).

Team Name

If your organisation is split into teams add these here.

Legal Basis for Sharing and Constraints

The signatories to this agreement confirm that their processing of personal data complies with the requirements of the GDPR and before either party processes data you require a legal basis for doing so. In this case, the basis for processing is:

You are required to select a minimum of one article 6 to proceed in respect of personal data. If sharing special category data, you are required to also select the suitable lawful basis from article 9. The signatories to this agreement confirm that their processing of personal data complies with the requirements of the GDPR and before either party processes data you require a legal basis for doing so.

Additional information

Include any additional information that is relevant to your application

Description and Manner of the Information Sharing

You agree to:

- Obtaining consent from your Service Users prior to referral to SFRS
- Inform Service Users their details will be shared with SFRS
- 2-way referral pathway from SFRS (if not required use Appendix 1)

Your organisation is agreeing to the above by completing this registration form

Choose what method of sharing best suits your organisation. Please note the sharing of any personal data by email to us must be done by encryption via Egress Secure Email. This is the only platform used by us to ensure compliance with GDPR when sending/receiving secure emails.

× 🔻

| SIRO Name * | Job Role * |
|---|---|
| Your organisation's Senior Information Risk Officers name | Your organisation's Senior Information Risk Officers job role |
| Data Protection Officer/equivalent * | Job Role * |
| Your organisation's Data Protection Officer/equivalents name | Data protection officer/equivalents job role |
| Sign Off | |
| We the undersigned agree to the details recorded in the accompanied Data Sharing F preparatory work and are committed to the ongoing monitoring and review of the scc Signature | |
| Name * | Job Title * |
| Name of person submitting the application | Job title of person completing the application |
| | Sign Off Date (dd/mm/yyyy) * |
| Location * | |
| Work location of person submitting application | Date application submitted |

Once you have completed all the details, please press "submit" ONCE and wait.

NOTE:

Where Appendix 2 is inadvertently submitted instead of Appendix 1, this will unfortunately result in the need for Appendix 1 to be populated and submitted. Due to the GDPR Regulation the submission of an incorrect Appendix cannot be amended but must be submitted again using the correct form.

NOTE:

Partner co-ordinators are responsible for ensuring that the information submitted within the DSF and subsequently approved by SFRS is up to date. In the event that any content previously approved changes, HFSV administrators must be contacted for assistance. <u>sfrs.hfsvadministrators@firescotland.gov.uk</u>

ASSISTANCE

Should you require any further information or clarification please, in the first instance, contact your local SFRS area representative.

HFSV administrators can be contacted via email. sfrs.hfsvadministrators@firescotland.gov.uk