



## **PRIVACY NOTICE – PERSONAL EMERGENCY EVACUATION PLAN**

**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: **Safety and Assurance**

This notice relates to the following categories of data subject:

**All those on SFRS Premises – employees, volunteers and visitors.**

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

We have a responsibility to ensure an effective means of evacuation is in place for staff, volunteers and visitors who require assistance evacuating our premises. Our [Premises Fire Safety Management Arrangement](#) details how we manage fire safety within SFRS and in compliance with Fire Safety Legislation, the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

Our premises are designed and planned according to building regulations, which include emergency evacuation. These regulations are unable to cover all eventualities and individuals with specific needs may require additional assistance to exit a building safely in the event of an emergency.

Individuals requiring assistance will be required to complete the Personal Emergency Evacuation Plan Form to enable reasonable adjustments and control measures be put in place to ensure safe evacuation of premises in an emergency.

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

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

Categories of personal data:

- Name.

Special categories of personal data:

- Disability / Impairment;
- Health conditions.

The data is unique to the individual and could relate to mobility, sensory or emotional / psychological impairment that could make evacuating a building in a potentially highly stressful situation difficult.

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

Before we process your data, we need a legal basis for doing so lawfully and appropriately.

### **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?**

The personal data is collected via completion of the PEEP form.

PEEPs apply to employees, volunteers and visitors and can include temporary health conditions, disabilities or impairments, such as torn ligaments, broken bones and longer term or chronic health conditions, disabilities or impairments.

Where a visitor to SFRS requires a PEEP, our host inviting the visitor is responsible for arranging the completion of the PEEP and notifying the Premises Responsible Person (PRP) / Fire Controller where additional control measures are required.

Line Managers and hosts must ensure enough staff are available daily to operate the PEEP where assistance is required.

It will be necessary to review a PEEP in the event of:

- Personnel changes;
- Change of work location;
- Changes in the individual's requirements;
- Structural changes affecting safe routes, lifts and fire alarms, etc.

PEEPs should be reviewed at the end of an identified review period or annually to ensure they remain accurate.

## **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?**

The information will enable development of a PEEP for each premise an individual works or routinely visits and will impact on emergency evacuation and what reasonable adjustments and actions have been implemented to ensure the safe evacuation if required.

Specialist advice may be sought through a Wellbeing referral.

No personal information or content of PEEPs is collated for analysis.

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

The PEEP documentation is split into 2 sections (Part A and Part B).

Part A collates information about impact on evacuation, assistance required and how it will be provided.

Part B is the evacuation plan and named evacuation assistants. It is circulated by the line manager to the Evacuation Assistants, PRP and Fire Controller, with the consent of the person requiring assistance.

These reasonable adjustments are agreed upon between the individual, their line manager / host, PRP / Fire Controller and shared with evacuation assistant(s) and are recorded on the PEEP with the individual's consent.

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

According to the [Records Retention Schedule](#), the PEEP documentation will be retained until rescinded by the line manager, then stored for 3 years after the end of the calendar year in which the PEEP is created.

Long-term PEEPs will be reviewed annually by the line manager or SFRS host or if the individual's work location, needs, or SFRS premises change.

The PEEP will be stored on the staff member's electronic personal record file (e-PRF). Visitor and contractor PEEPs are securely stored in the visit documentation by the host.

## **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](mailto:carol.wade@firescotland.gov.uk)

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