



THINK ACT STAY SAFE (TASS) – PRIVACY NOTICE

Last updated: April 2025

The Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. This privacy notice explains how we use your information and how we protect your privacy. The processing of personal data is covered by the General Data Protection Regulation 2018 and Data Protection Act 2018.

Process owner: **Health and Safety Department, Safety and Assurance Function**

This notice relates to the following categories of data subject: **Employees, Members of the Public and Contractors**

Why are we collecting your information?

We developed a bespoke electronic Health and Safety Assurance Management System known as TASS (Think Act Stay Safe).

The purpose of TASS is to lead managers through various health and safety-related processes and provide a secure depository for the outcomes.

The expected benefits of this approach are:

- Compliance with health and safety legislation and approved codes of practice;
- Robust records management;
- Enhanced documentation for criminal and civil litigation;
- Fulfilment of health and safety legislative requirements;

- Gathering evidence to identify lessons to be learnt to mitigate risk;
- Sharing of technical assessments to promote consistency;
- Reduced workload for Management due to sharing documentation.

In the event of an accident, near miss, RIDDOR, vehicle accident or act of violence, event details including personal information of those involved is uploaded by a line manager on to TASS.

The Health and Safety Department will run Statistical Trend Analysis. Any subsequent production of analysis will not contain any identifiable personal information.

What information is being collected?

Your personal and special category information processed and held within TASS includes:

- Name;
- Role;
- Location;
- Events – for injured personnel, a brief description of any injuries sustained;
- Exposure to harmful substances;
- Technical Assessments.

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:

Personal Information:

- 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 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.

Special Category Information:

- Article 9(2)(a) – the data subject has given explicit consent to the processing of those Personal Data for one or more specified purposes;
- Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law - The Health and Safety at Work Act (1974).

How do we collect the information about you?

There are two distinct processes where personal data will be collected:

- Event reporting – In the event of an accident, near miss, RIDDOR, vehicle accident or act of violence event details including your personal information is uploaded by your line manager of those involved on to TASS;
- Technical Assessments – Various technical assessments, e.g. risk assessments, manual handling assessments will be held within TASS. These assessments are approved by recording the name, signature, and job role. Access to this aspect of the system will be granted to a predetermined level of management. Where the assessment is linked to your individual needs (e.g. DSE, stress) access will be granted to your line management only.

How the information will be used and shared?

Event reporting is reviewed by Health and Safety Department and where injury occurs, by the line management to ensure a robust investigation is undertaken in accordance with SFRS procedures to identify root cause.

For Technical Assessments, information may be shared with Health and Wellbeing (H&W) for the purposes of ongoing welfare or service, injury, with Risk Management for insurance and litigation purposes and with Legal Services for litigation.

Information is subsequently analysed for statistical and trend analysis. Any analysis does not contain identifiable personal information. Where significant events occur, these are subject to a governance route through the National Safety and Assurance Board.

- The Health and Safety Department has full administrative rights to the system;
- Identified SALOs – Controlled access to the system;
- Elevated Access – If elevated access for a user is required, this would be authorised by Health and Safety Department and requested via DaTS (ICT) Service Desk to pass to the Developers to progress;
- Access Management for read only – Once records have been closed by Health and Safety Department, all permitted staff will have read only access.

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](#).

Event reporting and Technical Assessment information is retained for 3 years plus the current year. There is exception to this with regards to exposure to harmful substances, e.g. Asbestos which has a 40-year retention or significant events with key national learning which will have a 10-year retention.

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 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/uk-gdpr-guidance-and-resources/individual-rights/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),

Email: Carol.Wade@firescotland.gov.uk

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