



PRIVACY NOTICE – WOMEN IN THE FIRE SERVICE SCOTLAND EVENT

Last updated: August 2025

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

Process owner: **Equality & Diversity**

This notice relates to the following categories of data subject: **Voluntary Participants**

Why are we collecting your information?

We are facilitating a Women in the Fire Service event at our National Training Centre, Cambuslang on 20 - 21 September 2025 inclusive. This event is aimed at females, however open to all roles (support or operational) within the Fire Service and all genders.

The theme for this year event is ‘**Past, Present and Future**’. Many of our speakers will be reflecting on personal experiences on their career pathway, any learnings they have gathered along the way, as well as their aspirations for the future.

The programme will include a vast range of interactive workshops, inspiring speakers, a wealth of information and many opportunities to network.

We require your personal information to effectively plan and manage your participation at the event.

What information is being collected?

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

Categories of personal data:

- Name;
- Contact details.

Special categories of personal data:

- Accessibility and dietary requirements;
- Images.

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:

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 – Art. 6(1)(a).

Special Category Information:

- 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 we collect the information about you?

Your personal information is provided by you via MS Form completion.

How the information will be used and shared?

To plan and manage your participation in respect of the event and ensure any dietary and accessibility needs are met, creating an inclusive environment. Relevant limited information will be shared in respect of planning for caterers and venue.

Important Note: We would like to capture our event; therefore, photography and filming is taking place. Images and filming will be used for our internal communication platforms and externally promoting the event through our website and social media channels, which include X, Facebook, LinkedIn and Instagram. If you do not wish your image to be captured, please make this known to us by emailing sfrs.equality@firescotland.gov.uk in advance and identify yourself when you arrive at the registration point. If you do not email us to opt-out of imagery, we will regard this as your consent.

We may contact you following the event to obtain your valuable feedback on its effectiveness.

How long we hold your information for?

A period of 3 months, secured within SharePoint with restricted access applied to the Equality & Diversity team members involved in the event planning.

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 with regard to 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:

[Individual rights - guidance and resources | ICO](#)

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

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