



RBFRS working with Children and Young People

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

What information we collect about you

Parent/Guardian contact details (name, address, home/work telephone number, email address and secondary person emergency contact details).

Young Persons details (name, address, telephone number, email address, gender, DOB, and if relevant medical details, dietary requests, photographic consent, transportation consent, parent/guardian consent).

Equality monitoring data may include age group, disability or long-term condition, ethnic group, gender/gender identity, neurodiversity, sexual orientation, and religion or belief (providing this information is optional).

Why we need it

We need to collect this information to ensure that our programmes provide all children/young people with a safe learning environment and deliver relevant education, assisting them to improve their strengths and learn new skills.

We collect your personal data –

- To provide parents/young people with information about our programmes
- To ensure we deliver our programmes in a safe learning environment
- To ensure any special requirements are known and met
- To maintain parent/guardian communication
- To record, promote and publicise our activities and achievements

Photography and filming is used on our programmes. Images in which people can be identified are a form of personal data. Whereas an image that does not focus on one individual or small group of individuals, is unlikely to be considered personal data.



With the parent/guardian consent, we may publish personally identifiable information (images, audio and video) on a number of external channels – for example, on our website, on our social media platforms, in press releases and in our corporate publications.

The application form for each RBFRS initiative contains a consent form for the use of photographs and recorded images of young people.

In addition, we collect equality monitoring data for assessment. This is to ensure that we are successfully providing these services and activities to our diverse communities and will help us identify any groups that we are not effectively reaching.

We may include a specific question about Neurodiversity. This information will help us improve the accessibility of future services and activities as we recognise people process information differently.

Equality Monitoring assists us in meeting our legal obligations under the Equality Act 2010 and comply with the Public Sector Equality Duty.

Our legal basis for processing

Under the General Data Protection Regulation (GDPR), we are able to process personal data under article 6(1)(a) consent of the data subject, and 6(1)(e) necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If we are provided with special category data, for example concerning accessibility, medical and dietary requirements the legal basis to process this is under article 9(2)(a) explicit consent of the data subject, unless reliance on consent is prohibited by Domestic Law, or 9(2)(g) necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguarding measures (equality monitoring).

What we do with it

We only use the personal data collected to ensure we are providing a safe learning environment and to check that our programmes are delivered to a high standard.

Access to this information is restricted to the relevant staff who will be co-ordinating and delivering the children and young people programmes. A hard copy of parent/guardian contact details and the child's/young person's medical details will be held by the delivery staff, for the duration of the programme. This data will be stored in a secure manner on RBFRS premises. This is to enable us to make contact in case of emergency and to hand over medical information to medical professionals should the need arise. All data collected for the duration and following the duration



of the programme will be held securely on our systems with limited access to authorised personnel.

Any equality monitoring data provided will be anonymised by separating it from the application form.

If any results from equality monitoring are published, they will be in an anonymous form.

Sharing your information

There are a number of reasons why we may share your information outside of our Service. This can be due to:

- ✓ Our obligations to comply with current legislation
- ✓ Our duty to comply with a Court Order
- ✓ You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the UK General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation). We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Economic Area (EEA).

How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept.



Consequently, personal information relating to working with children and young people will be retained for six years.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

Fire Cadets

Fire Cadets applications are processed via Microsoft Forms.

Where we are unable to offer a place on the Fire Cadets Programme, we will not retain information provided on the Fire Cadets application form.

Emergency information for Fire Cadets is held on Fire Cadet Manager - an online membership management tool that is used by UK Fire Cadets and is licensed and provided free of charge to member services by the National Fire Chiefs Council (NFCC). It is maintained and developed by OYM but operated by the UKFCET on behalf of the NFCC. [Fire Cadet Manager \(FCM\): Terms of Use \(firecadets.org.uk\)](https://www.firecadets.org.uk)

The data held on the site is created and managed by Royal Berkshire Fire and Rescue Service and is tightly controlled. Only staff working with Fire Cadets have permission to access this data.

Your rights

Under the UK General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - your data matters](https://ico.org.uk).



Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

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FIRE AND RESCUE SERVICE

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