

# PRIVACY NOTICE

## 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.

### 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, medical details, dietary requests, photographic consent, transportation consent).

### Why we need it

We need to collect this information to ensure that our programmes provide your child/young person 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 you 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 your 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.

Our RBFRS initiatives application form contains a consent form for the use of photographs and recorded images of young people.

## **Our legal basis for processing**

Under the General Data Protection Regulation (GDPR), we are able to process your 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 you provide us 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 EU or Member State Law.

## **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 your contact and 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.

## **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 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,

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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 Union (EU).

### **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 five 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.

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## Your rights

Under the 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.

## Who to contact

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters

Newsham Court

Pincent's Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

[DataProtection@rbfrs.co.uk](mailto:DataProtection@rbfrs.co.uk)

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):

<https://ico.org.uk/>

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