



RBFRS FireSafe – 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).

FireSafe is a programme which is tailored to the needs of the individual and explores firesetting behaviour. The programme consists of educational delivery to make young people aware of the impact of their behaviour and gives them different ways of dealing with the root cause of any firesetting behaviour.

What information we collect about you

The personal information we are likely to collect when providing the FireSafe programme would be:

Parent/Guardian:

- Contact details such as name, postal address, email address and home/work telephone number
- Relationship to the young person
- Name, age and relationship of others living at the same address e.g. siblings

Child/Young Person:

- Name, including any alias or nickname
- Age and date of birth
- Contact details such as postal address, email address, telephone number and any personal, sensitive or special category data included within the statement, such as information relating to age, health, religious belief, lifestyle or emotional impact
- Details of any additional needs such as educational needs, sight or hearing loss, language barriers
- Details provided by a referring agency working with the child/young person such as school, Children and Adolescence Mental Health Services (CAMHS) and Youth Offending Teams.



- Where applicable this may include the interest or involvement in firesetting, type of caution, final warning or conviction and any requirement to complete the FireSafe programme

Referring Agency:

- Referrer's name, role, organisation name and contact details such as telephone number, and email address

Why we need it

We need to collect this information to ensure that our programme provides your child/young person with a safe learning environment and to allow staff to deliver appropriate learning for them.

We collect personal data to:

- allow us to deliver our programme in a safe learning environment
- ensure any special requirements are known and met
- ensure that the young person receives appropriate learning
- maintain communication with the parent/guardian and referring agency
- analyse and evaluate information to assess the delivery of our service within the communities we serve
- evaluate the level of service we provide to communities to deliver an inclusive programme - to help with this you may be asked to take part in a survey

Our legal basis for processing

Under the UK General Data Protection Regulation (UK 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 we are provided with special category data, for example health and lifestyle, concerning accessibility or medical requirements the legal basis to process this is under article 9(2)(a) explicit consent of the data subject, and 9(2)(g) necessary for reasons of substantial public interest, and occurs on the basis of a law that is, among other things, proportionate to the aim pursued and protects the rights of data subjects.



What we do with it

We only use 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 FireSafe children and young people programme. All data collected 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 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 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:

FireSafe working with children and young people will be retained until the young person's 25th birthday.

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.

Your rights

Under the data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

The rights available to you depend on our reason for processing your information.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.



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 - for the public](#).

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
Pincent's 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

26 September 2025

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FIRE AND RESCUE SERVICE



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