



# 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

For the relevant initiative, we may collect the following information about you:

- Parent/Guardian - contact details (name, address, home/work telephone number, email address and secondary person emergency contact details).
- Young Person details - name, address, telephone number, email address, gender, DOB, and if relevant medical details, learning disability or any medical, physical or emotional health support needs, dietary requests, photographic consent, transportation consent, parent/guardian consent.
- Teachers/educators - work contact details (name, work address, work telephone number, work email address).

Equality monitoring data may include sex, gender identity, age group, disability, ethnicity, religion or belief, and sexual orientation (providing this information is optional).

For information on surveys connected to our activities with children and young people, please refer to the privacy notice: [Surveys about our activities for Children and Young People](#).

## 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 and/or teachers/educators 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, for example learning styles and neurodiversity. This information will help us improve the accessibility of services and activities acknowledging that people process information in different ways.
- To maintain communication with parents, guardians, teachers and/or educators
- To record, promote and publicise our activities and achievements with consent\* where appropriate
- To assist with the facilitation of our programmes

RBFRS initiatives that require an application form will include a consent form for the use of photographs and recorded images of young people.

Photography and filming are occasionally 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 several external channels - for example, on our website, on our social media platforms, in press releases and in our corporate publications.

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

Equality monitoring data will be used to ensure that our services and activities are accessible to all communities in Berkshire and will help us to identify any groups that we are not effectively reaching.

# 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 provide 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.

Where RBFRS holds primary responsibility for children and young people, a hard copy of the 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 access restricted to authorised staff.

During school visits, members of RBFRS staff do not hold primary responsibility for children and young people.

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 format.

## 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 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.

Personal information relating to teachers/educators work/business contact information will be updated and kept while you remain in post and deleted when no longer required.

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, with your agreement, we will retain the information provided on the Fire Cadets application form with the aim of offering a place on the next course.

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 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](https://ico.org.uk).



# Who to contact

Our Data Protection Officer can be contacted via:

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

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