

Privacy Notice

Prince's Trust Team Programme

Team is a 12-week personal development programme providing young people with the opportunity to gain new skills, achieve qualifications and meet new people. The course is for young people aged between 16-25 who are not currently in employment, education or training.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Who are we?

Lancashire Fire and Rescue Service (LFRS) have an association with the Prince's Trust, as a franchise holder for delivering the team programme. LFRS are both a data processor and joint data controller (contact details below) for the purposes of delivering the team programme).

What information do we collect about you?

- Personal Details: name, address (including type of accommodation), contact details, photographic images
- Next of kin details
- Qualifications / educational history
- Employment history
- Income details
- Physical disability information
- Health (including Mental Health)
- Ethnic background
- Religious beliefs
- Sexuality
- Gender
- Criminal justice system information – Criminal convictions, cautions.
- Agencies involved – mental health services, or drug / alcohol support

How do we process your personal data?

LFRS with its obligations under the “GDPR” by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We collect and process your personal information in order to manage our obligations with the programme you are about to start and to do so effectively, lawfully and appropriately. To enable a young person to be part of this programme, the collection and use of personal data is done so with the explicit consent of the individual.

We use your personal data for the following purposes: -

- To process your application form
- So you may participate in course activities, including the residential
- Provide you with the services, products or information that you asked for, as well as information about other services, products or information we think might interest you where you have consented to being contacted
- To receive the Education, Health and Care plan details
- To enrol the team member as a full-time student at the college for the Prince’s Trust course.
- Logging for statistical purposes
- To allow students to apply for work placements with third-party organisation or companies
- FE College may raise Safeguarding concerns which necessitate a response
- In order to claim qualification
- To facilitate appropriate support for student
- Student Module work will be sampled as part of the college’s Quality Assurance process with feedback received.
- Contracting to provide services for qualifications for LFRS and for LFRS to act on behalf of the college for recruitment, delivery and assessment
- To provide performance monitoring and feedback on observations of sessions.

Lawful basis for processing?

As personal data is being collected and processed LFRS need to meet certain criteria under the General Data Protection Regulation (GDPR).

General Data Protection Regulation

The condition for processing under the GDPR will be:

- **Article 6(1)(a) of the GDPR** the data subject has given consent to the processing of his or her personal data for one of more specific purposes.
- **Article 6(1)(b) of the GDPR** the processing is necessary for the performance of a contract to which the data subject is a party; or, in order to take steps at the request of the data subject with a view to entering into a contract.
- **Article 6(1)(c) of the GDPR** the processing is necessary for the compliance with any legal obligation to which the controller is subject.
- **Article 6(1)(d) of the GDPR** the processing is necessary in order to protect the vital interests of the data subject or of another natural person
- **Article 6 (1) (f) of the GDPR** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
- **Article 9 (2) (a) of the GDPR** the data subject has given his or her explicit consent
- **Article 9 (2) (h) of the GDPR** the processing is necessary for the provision of medical or social care or treatment
- **Article 9 (2) (j) of the GDPR** the processing is necessary for archiving in the public interest, scientific or historical research, or statistical purposes
- **And Schedule 1 part 1 (2)(1) of the DPA2018** the processing is necessary for health or social care purposes, and (4)(a) the processing is necessary for archiving, scientific or historical research, or statistical purposes.
- **Schedule 1 part 2 (18)(1) of the DPA2018** the processing is necessary for the purposes of safeguarding children and individuals' at risk

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of LFRS in order to carry out a service. We will only share your data with third parties outside of LFRS with your consent or where there is a legal basis to do so.

We currently share your information with the following organisations in order to provide the programme:-

- Nelson & Colne
- Accrington & Rossendale
- Preston's College
- Residential Providers
- Education and Skills Funding Agency (ESFA)
- Prince's Trust
- Job Centre Plus
- Lancashire Constabulary

How long do we keep your personal data¹?

We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the LFRS holds about you
 - The right to request that LFRS corrects any personal data if it is found to be inaccurate or out of date
 - The right to request your personal data is erased where it is no longer necessary for LFRS to retain such data
 - The right to withdraw your consent to the processing at any time
 - The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
 - The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
 - The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and*
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processing for the purposes of scientific/historical research and statistics]

- The right to lodge a complaint with the Information Commissioners Office.

To find out more about your rights [click here](#).

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Us

If you have any concerns or would like to discuss how we use your information, please contact the Knowledge and Information Officer via:

Knowledge and Information Officer (Info Governance)
Service Development Department
Lancashire Fire and Rescue Service
Fire Service HQ
Garstang Road
Fulwood
Preston
PR2 3LH
Email: infogov@lancsfireandrescue.org.uk
Telephone: 01772 866907

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk
Telephone: 0303 123 1113

Changes to this privacy notice

We keep this privacy notice under regular review. It will be reviewed at least once every three years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidance.

Changes to this privacy notice	
Last updated:	27 October 2021
Next review:	27 October 2024