

Lancashire Fire and Rescue Service

Privacy Notice – Fire Cadets

Fire Cadets is a nationally recognised long-term education programme open to young people aged 13 to 18 years old. Joining our Cadet force allows individuals to build their self-confidence and resilience whilst developing their leadership and teamwork ability. It's also lots of fun and a great way to meet new friends whilst gaining a respected qualification that is recognised by the Fire and Rescue Service.

The categories of the information that we collect, process, hold and share include:

- Personal information about the Cadet (name, address, pictures, date of birth, contact details, sickness absence details)
- Personal information about the parent/guardian of the Cadet (name, address, contact details).
- Personal information on characteristics (gender, ethnicity, disability).
- Related information (date of membership, medical information, uniform and personal protective equipment sizes).
- Special educational needs and behavioural information relating to the Cadet.
- Photographs / films / CCTV of the Cadets participation in the programme / who have attended the programme.

Why do you need to process my information?

Lancashire Fire and Rescue Service is committed to serving the local community, ensuring a safer place for people to live, work or visit.

We collect and process your personal information in order to manage our obligations with the scheme you are about to start / are enrolled on, and to do so effectively, lawfully and appropriately.

Lawful basis for processing

The Fire and Rescue Services Act 2004 requires LFRS to provide fire safety advice, and the Fire Cadets is part of our Community Safety engagement work with children and young people. To enable a young person to be part of this programme the collection and use of personal data (other than photographs or film of participation in course activities) is necessary in order for LFRS to fulfil its obligations under the Act. Processing of photographs or film of participation in course activities is carried out only with the explicit consent of the parent or guardian.

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 processor of his or her personal data for one or more specific purposes.
- Article 6(1)(e) of the GDPR, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller.
- Article 9(2)(a) of the GDPR the data subject has given his or her explicit consent.
- Article 9(2)(g) of the GDPR, the processing is necessary for the performance of a task carried out in the public interest.
- When processing any special category personal data for this purpose, we need to satisfy a further condition within the Data Protection Act 2018, which is specified in Schedule 1, Part 2 (6) 'Statutory and government purposes', as supported by the Fire and Rescue Services Act 2004 (Part 6 'Fire Safety'), which provides us with ancillary powers to carry out fire prevention activities within our area.

Automated decision making, including profiling

When Lancashire Fire and Rescue Service process your information, we will not process your data to make a decision by wholly automated means.

How will my information be used?

Most of the information we hold is provided by you during the application process and your time while on the scheme with us. We may request information from other sources during the application process, such as information from partners who may have referred you. We may also request additional information during physical activities, for example, regarding your health.

We will use Fire Cadet information to:

- Contact parents/guardians in the event of an emergency, or if a session is cancelled.
- Contact the Cadets in the event of an emergency or if a session is cancelled.
- Decisions about how we improve safety and support the development of our Cadets and Staff.

Photographs/film/CCTV of a Fire Cadet who has attended the Fire Cadet programme may be used for the following purposes:

- LFRS web site, printed material, presentations, publicity, social media.
- LFRS and National Fire Cadets Campaigns.

Who will have access to the information?

Your personal information is maintained securely at all times. We apply access controls to ensure that only authorised staff are able to access this information. We may also share personal information with other organisations where we are required to do so by law.

We may disclose your information:

- To other staff in connection with you while on the scheme.
- By law, when we are obliged to provide the information requested, for example to the Safeguarding Team or the Police.
- In the course of disciplinary, grievance or other investigations of a similar nature.
- If you have given your consent.
- To Skills for Justice who are the examining body relating to the qualification which is gained from completing the course.

Please note that Lancashire Fire and Rescue Service will not sell or rent your personally identifiable information to anyone.

How long will you keep hold of my information?

If you join our scheme, we will use your personal information to manage your experience and provide the support that you require. After 12 months of non-attendance or completion of the scheme all personal information will be securely disposed of.

Is there anything else I need to know when it comes to my personal information?

To find out more about the rights that you have in relation to your personal information and/or contact details to discuss the matter further, please see below.

Your Rights

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

- Request sight of the information that we are holding on you
- Request the rectification of any inaccurate personal data
- Request erasure of personal data
- Request restriction of processing
- Object to the processing of your data
- Data portability
- Lodge a complaint with the Information Commissioner's Office
- Request to withdraw consent where the processing is based on consent

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

Contact Us

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

Lancashire Fire and Rescue Service
Fire Service HQ
Garstang Road
Fulwood
Preston
PR2 3LH
Email: infogov@lancsfirerescue.org.uk
Telephone: 01772 866545

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 3 years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidelines.

Changes to this Privacy Notice	
Last review:	20 September 2022
Next review:	20 September 2025