



## **Privacy Notice: Fire Cadets Scheme**

At South Yorkshire Fire and Rescue (SYFR) we have a youth intervention strategy, designed to reduce fire risk and fire crime through education. Our activities include the Fire Cadet Scheme which is a nationally recognised youth organisation that inspires and empowers young people to be the best they can be. We provide fun and challenging opportunities for young people aged 13 – 17 to contribute to stronger and healthier communities. Whilst on the cadet programme young people have opportunities to develop positive life skills and wellbeing. They will also participate in social action projects to support the communities they live in.

### **Why do you need to process my information?**

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

The personal information we are likely to collect, process, hold and share include:

- Name, address, date of birth;
- Photographic images;
- Education details;
- Sickness and absence detail;
- Special educational needs and behavioural information.

### **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.

### **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, for example the Community Safety Watch Manager and the Delivery Staff;
- 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 external qualification providers for certification.

**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 you have when it comes to your personal information or who you can contact to discuss it further please see our full Privacy Policy, available under '[Your information](#)' on our website.