



Privacy Notice: Prince's Trust Team Programme

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 Prince's Trust Team Programme which has been running since 2016 and provides young people aged 16 to 25, a 12 week personal development opportunity to help them get into employment, education and training.

Why do you need to process my information?

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.

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

- Name, address, date of birth and national insurance number;
- Photographic images;
- Employment and education details;
- Personal information to your background;
- Sickness and absence detail;
- Contractual details relating to terms and conditions of service;
- Special educational needs and behavioural information.

How will my information be used?

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

We use a young person's data to:

- Help you contact other services which may benefit you or improve your safety;
- Deliver and manage safety courses and services for young people;
- Help you access financial support; and
- Provide feedback of interventions to the referring agency.

Who will have access to the information?

Your personal information is maintained securely at all times by the staff with responsibility for such records. We apply access control to ensure that only authorised staff are able to access this information.

We may share your personal details with other companies that provide us with services such as The Prince's Trust or funding partners. 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 programme, for example the Prince's Trust Delivery Partner 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.

How long will you keep hold of my information?

If you join our programme then we will use your personal data to manage your experience and provide the support that you require. After 12 months of completion of your Prince's Trust Programme 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.