

**Privacy Notice: Princes Trust**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice tells you what you can expect when SYFR collects your personal information for our work with the Princes Trust.

SYFR is a registered Data Controller with the Information Commissioner and you are welcome to contact our Data Protection Officer by emailing dataprotection@syfire.gov.uk , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

**Who our department are and what we do:**

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.

**What type of information will we collect from you?**

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.

**Why do we need your personal 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.

We use a young person’s information 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 any referring agency.

**How we will collect your personal information?**

Most of the information we hold is provided by you during the recruitment process and through 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.

**Our legal basis for processing your information**

To be part of this programme, the collection and use of your personal information is done so with your explicit consent.

**Who will have access to my information?**

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

**Why we may need to share your information:**

We may share your personal information 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 need to share your information with:

* other staff for purposes outlined in this notice, for example the Prince’s Trust Delivery Partner Manager and the Delivery Staff;
* In the course of disciplinary, grievance or other investigations of a similar nature;
* If you have given your consent.

We will not pass on your information to third parties without first obtaining your consent, unless the law and/or our policies allow us to do so for example, in the following circumstances:

* The law states that we can, for example to the Safeguarding Team or the Police
* There is a risk of serious harm or threat to life
* We are directed by a court of law

**How long will your information be kept:**

We will collect, process and retain your information in accordance with data protection legislation and our policies on data retention – this varies according to statutory requirements and other legitimate business reasons. In the case of the Princes Trust Programme we will use your information 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.

**What will happen if you fail to provide this information?**

You will not be able to join the programme

**How to access and control your personal information:**

SYFR have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how we maintain the security of this and your rights to access the information we hold about you, please refer to our website at [www.syfire.gov.uk](http://www.syfire.gov.uk).

You can find out more about your personal data rights at the Information Commissioners Office Website, or contact them on 0303 123 1113 or by post at Wycliffe House, Water Lane, Wilmslow, Chershire, SK9 5AF.