**Privacy Notice: Fire Cadets Scheme**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. The majority of the information SYFR collects and processes for the purposes of Fire Safety Audits is non-personalised. However, we have designed this privacy notice to help you understand how we would use any personal information that we might have collected.

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 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.

**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;
* Photographic images;
* Education details;
* Sickness and absence detail;
* 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 scheme you are about to start and to do so effectively, lawfully and appropriately.

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

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.

**Our legal basis for processing your information**

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.

**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 with a valid business need are able to access your information.

**Why we may need to share your 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.

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

As stated, the majority of information collected and used for Business Fire Safety is non-personalised and relevant to the business only.

However, 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, Cheshire, SK9 5AF.