

North Wales Fire and Rescue Service Phoenix Project Privacy Notice

The Welsh Government and the 3 Welsh Fire and Rescue Services have a strategy which sets out a vision and direction for delivering children and young people's intervention activities. These activities will help young people to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing, with due regard to issues related to ethnicity, disability and gender.

One of the interventions offered by North Wales Fire and Rescue Service (NWFRS) is the Phoenix Project. We hope to bring a positive influence on young persons with an aim to address issues experienced by them, ranging from low self-esteem and lack of confidence to anti-social behaviour and/or fire related problems.

We collect and hold the following information;

- Personal information of the student (name, address, pictures, date of birth);
- Personal information of parent/guardian of student (name, address, contact details);
- Personal information on characteristics (gender, ethnicity, disability);
- Relating information (referral information, details of intervention undertaken);
- Special educational needs and behavioural information relating to the student;
- Photographs/film of the students participating in the intervention programme;
- CCTV whilst been transported in an NWFRS vehicle.

We use the young person's information/ data to;

- Record and evaluate our work;
- Derive statistics which inform decisions about how we improve safety and support the development of our staff;
- Help you contact other services which may benefit your or improve your safety.

Images

Photographs/film/CCTV of the young person who has attended an intervention programme may be used for the following purposes;

- NWFRS website, printed material, presentations, publicity, social media, Fire and Rescue Campaigns and referring agencies;
- Ensuring the safety of NWFRS staff and students whilst travelling in NWFRS vehicles.

Our Lawful Basis

The Fire and Rescue Services Act 2004 requires NWFRS to provide fire safety advice, and the Phoenix Project is part of our Community Safety prevention work. To enable a young person to be part of this education programme the collection and use of personal data (other than photographs or film of participation in course activities) is necessary in order for NWFRS 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.

Sharing information

We have a responsibility to promote social wellbeing and prevent harm. To ensure you receive relevant services and we improve our own, we often work with other authorities, agencies and partners including:

- Community organisations;
- Council social and educational services;
- Police and other emergency services;
- Health services.

In the majority of cases we will not share your personal information without your agreement and you will be informed at the time of the referral. However, there are occasions where personal information can be shared without us asking you, i.e. if we have a legal duty or power to share information with other statutory bodies when the public good is considered to be of greater importance than personal confidentiality and where your safety or the safety of others is at risk. Decisions will be made on a case by case basis.

Storing this information

All relevant electronic information, including film and photographs is gathered and kept on a password protected database or in other secure storage as appropriate and is subject to NWFRS information security controls and policies.

How long is it kept?

Information is kept indefinitely on the database in the event of it being formally requested in the future by a partner agency. All referral forms and paper based information will be shredded securely within 30 days of course date.

Photographs/film of student participation in course activities will be retained securely for 10 years as a record of those attending an intervention programme, after which they will be securely destroyed.

Vehicle CCTV images are held securely and with strict access controls in place, and will not be viewed unless it is necessary for the investigation of a specific incident or occurrence. The media upon which the images are stored will be routinely overwritten with everyday use.