

## **North Wales Fire and Rescue Service Fire Cadet Privacy Notice**

National Fire Cadets is a nationally recognised long term educational programme open to young people aged 13 to 18 years old. North Wales Fire & Rescue Service (NWFRS) have agreed to open this age range to young people from the age of 11 years old. Fire Cadet (FC) Units operate from identified local fire stations in the North Wales.

FCs provides young people with various skills throughout the programme, including teamwork, problem solving and communication. The programme also prepares young people for adult life. The programme is designed to enhance key citizenship skills in young people through a structured and varied range of Fire & Rescue Service led activities. Cadets will gain the confidence to interact with their community and become ambassadors, teaching people the importance of fire safety and the consequences of anti-social behaviour, like arson and making hoax 999 calls.

**To enable the safe management of the Fire Cadets in NWFRS, we collect and hold the following information;**

- Personal information of the cadet (name, address, pictures, date of birth, contact details);
- Personal information of parent/guardian of cadet (name, address, contact details);
- Personal information on characteristics (gender, ethnicity, disability);
- Relating information (date of membership, medical information, uniform and personal protective equipment sizes);
- Special educational needs and behavioural information relating to the cadet;
- Photographs/film of the cadets participating in the programme;
- CCTV whilst been transported in an NWFRS vehicle.

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

- Contact parents/guardians in the event of an emergency, or if a session is cancelled;
- Contact the cadets in the event of an emergency or if a session is cancelled;
- Decisions about how we improve safety and support the development of our cadets and staff;
- Provide references for cadets if asked to do so.

### **Images**

Photographs/film/CCTV of a Fire Cadet who has attended the Fire Cadet programme may be used for the following purposes;

- NWFRS web site, printed material, presentations, publicly, social media, NWFRS and National Fire Cadets Campaigns;
- Ensuring the safety of NWFRS staff and cadets whilst travelling in NWFRS vehicles.

### **Our Lawful Basis**

The Fire and Rescue Services Act 2004 requires NWFRS to provide fire safety advice, and the Fire Cadets is part of our Community Safety engagement work with children and young people. To enable a young person to be part of this 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**

NWFRS have a responsibility to promote social wellbeing and prevent harm. To ensure you receive relevant services and that 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 on the database for three years after a cadet's membership ceases and for thereafter will be deleted.

All paper based information is kept in locked and secure storage and will be shredded securely within 30 days of end of the cadet's membership.

Photographs/film of cadet participation in course activities will be retained securely for 10 years as a record of those attending the Fire Cadets' program, 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.