

This privacy notice tells you:

- what information County Durham and Darlington Fire and Rescue Service are collecting about you
- why we have collected it
- how it will be used

You can find out about your rights and how we will protect your data in our “Universal Privacy Notice” which can be found on our website

Information Asset Owner: Community Risk Manager

Information collection area: Fire Cadets

National Fire Cadets is a nationally recognised long-term educational programme open to young people aged 13 to 18 years old

Fire Cadets provides young people with various skills throughout the programme, including teamwork, problem solving and communication. The programme also prepares young people for adult life and 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.

How we collect the information about you

We collect the information from the Fire Cadets themselves with, where necessary, the explicit consent from their parent or guardian.

Why we are collecting your information

We are collecting Fire Cadets information to ensure their safe management.

What information is being collected?

- The information we collected includes:
- 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
- Photographs/film/CCTV who have attended the Fire Cadet programme

How we will use your information

We will use Fire Cadet information 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

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

- CDDFRS web site, printed material, presentations, publicity, social media
- CDDFRS and National Fire Cadets Campaigns;

Data subject category

Children and Young Adults

Legal basis for the processing

The Fire and Rescue Services Act 2004 requires CDDFRS 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 CDDFRS 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.

Who we share your information with

We will not share your personal information with anyone outside of CDDFRS without the explicit consent of the parent or guardian unless a safeguarding issue has been identified.

If a safeguarding issue is highlighted with a Fire Cadet, CDDFRS safeguarding procedures would be adhered to and information would be shared with the relevant safeguarding agencies.

How long we hold your information for

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 CDDFRS information security controls and policies.

Information is kept on a secure database whilst the Fire Cadet is an active participant. Once the cadet membership ceases information will be deleted within 30 days.

All paper-based information is kept in locked and secure storage and will be shredded once all information has been added to CDDFRS secure database.

Photographs/film of cadet participation in course activities will be retained securely until the Fire Cadet reaches 18 years of age or before should they leave the scheme. This is to enable CDDFRS to keep a record of those attending the Fire Cadets' program, after which they will be securely destroyed.

Additional consent would need to be sought, should photographs/film be required for Fire Cadets who are no longer part of the scheme.

More Information

If you require more information, please contact our Data Protection Officer using the following email address: dpo@ddfire.gov.uk