

**Working together  
for a safer Scotland**



**SCOTTISH  
FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

## **STRATEGIC PLAN CONSULTATION EXERCISE – PRIVACY NOTICE**

**Last updated: April 2019**

Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. This privacy notice explains how we use your information and how we protect your privacy. The processing of personal data is covered by the General Data Protection Regulation 2016 and Data Protection Act 2018.

We are a Data Controller for personal data. Our details have been registered with the Information Commissioner's Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <http://ico.org.uk>.

### **Why we are collecting your information?**

The Scottish Fire and Rescue Service (SFRS) is legally required to prepare a Strategic Plan every three years. Consultation of the draft Plan with all key stakeholders is a statutory requirement of the Strategic Plan development process.

As we approach publication of the 2019-22 Strategic Plan, we will conduct a public consultation exercise to provide all stakeholders with an opportunity to share their views on our proposed plans which cover the next three years.

In order to fully analyse the results received, some personal information will be requested to allow us to identify any data trends. Personal data will also be requested to enable a receipt of response or to enable feedback to any queries received.

## **What happens if I do not want my information collected?**

The provision of certain categories of personal data is optional.

You can still share your views on the Strategic Plan; however, it may mean that we will be limited in the scope of any detailed analytical reports that are produced. It may also mean we will not be able to acknowledge receipt of your response or to follow up on any queries you may have.

## **What information is being collected?**

The information we are processing falls into the following categories:

### **Categories of personal data:**

- Name (optional)
- Email address (optional)
- Organisation, group or team name
- Local authority area
- IP address (system generated)
- Unique response identifier (system generated)

### **Special categories of personal data (Optional):**

- Age
- Gender / gender identity
- Caring responsibilities
- Care experienced
- Disability
- Ethnicity
- Sexual Orientation
- Religion or belief

**Legal basis for the processing**

Before we process your data, we need a legal basis for doing so. In this case, the basis for processing your personal data is that we have a legitimate interest in being able to determine if our plans are reflective of your expectations so that services can be provided appropriate to your needs.

SFRS employees are asked to identify themselves as employees to enable the collation of staff specific issues, so that action can be taken as appropriate.

The system collates IP address information. This is intended to assist us in identifying suspicious responses, such as in the case of automated submissions, duplicate submissions or where inappropriate content has been submitted.

Each participant who submits a response in Citizen Space is given a unique ID for that response. This ID is *response specific*, not user specific, meaning that every response is given an ID not each respondent. This is designed to track and find formal submissions.

Special categories of personal data are requested to determine if our consultation is fair and inclusive and there is a satisfactory level of engagement across protected characteristic groups. The provision of this information is optional. However, if it is provided, you are giving consent for us to use this information.

This is covered under the Data Protection Laws below:

Condition for processing personal data Article 6(a)
(a) Individual has given clear consent to process the information by completing the survey.

Condition for processing special category data Article 9(2)(a)

- (a) The data subject has given explicit consent to the processing of the data by completing the survey.

### **How we collect information about you?**

We collect the information directly from you when you complete the survey either via Citizen Space or on the paper form which will be input into Citizen Space. Any paper forms will be destroyed once input into Citizen Space.

To enable analysis, results will be exported to an excel spreadsheet. This will be saved on a secure network. Personal data, such as name, email address, IP address and unique reference number, will not be saved as this is not required for analytical purposes.

### **How the information will be used?**

The data provided will be contained in the Citizen Space system which only four Service administrators have access to.

Personal information will only be used to identify any emerging trends in the collective feedback received about the proposed Strategic Plan.

Any reports submitted to management or published on our communication platforms will be entirely anonymous. This includes redacting any identifying personal information within free text responses.

No personal information will be shared or published at any point.

**Who we share your information with.**

SFRS will not be sharing your personal data outwith the Service. Any information provided or used will be anonymised.

**How long we hold your information for?**

Any personal information provided will be destroyed within three months of the end of the consultation.

**Automated decision making**

The information we have collected will not be used to make any automated decisions about you.