

**Working together
for a safer Scotland**



**SCOTTISH
FIRE AND RESCUE SERVICE**
Working together for a safer Scotland

VOLUNTEER INFORMATION – PRIVACY NOTICE

Last updated: June 2019

Scottish Fire and Rescue Service (SFRS) is committed to protecting your privacy when you use our services. The Privacy Notice below explains how we use information about you and how we protect your privacy.

This is to help you understand why we need to obtain, hold and use personal information about you during engagement and selection, throughout your period of volunteering and for a period of time after your volunteering role has ceased. It also explains how its use is compliant with data protection legislation.

Process Owner: Human Resources and Organisational Development (HROD)

This notice relates to the following categories of data subject: Volunteers

Why are we collecting your information?

We collect personal information from you for the following purposes:

- Engagement and selection;
- Your health, safety and welfare;
- The administration of travel/subsistence payments and any other authorised reimbursement of out of pocket expenses associated with your volunteering;
- Your induction, training and development requirements as appropriate to your volunteer post;

- The assessment and arrangement of insurance cover, where this is required, such as driving licence checks via the DVLA;
- The operational, day to day management and administration of volunteers by your SFRS point of contact;
- For access control to our premises, car parks and any other SFRS automated equipment / systems to which you may have access.

What information are we collecting?

The information we are processing falls into the following categories of personal data:

Categories of personal data:

- Identifiers such as your name, address, date of birth and National Insurance number;
- Photographic images;
- Employment and qualification details;
- Details relating to terms and conditions of volunteering;
- Equal opportunities monitoring data, which may include racial and/or ethnic origin information;
- Emergency contact details;
- Data within access control systems.

Special categories of personal data:

- Health and Medical

What is our legal basis for processing your personal data?

Before we process your data, we need a legal basis for doing so. In this case, we keep and use this information to manage our relationship with you effectively, lawfully and appropriately, during the engagement and selection process, whilst you are volunteering for us and after you have left. This includes using information to enable

us to comply with the Volunteer Statement of Expectations, any legal obligations and to pursue legitimate interests.

This is covered under the Data Protection Laws below:

General Data Protection Regulation Article 6.1(b) and (c)

- Contract – Processing is necessary for the performance of a volunteering arrangement you have with SFRS;
- Legal Obligation – Processing is necessary to comply with the law.

For processing your special categories data:

General Data Protection Regulation Article 9.2(b)

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

How we collect the information about you?

You will have provided most of the personal information that we process but we may use other sources during engagement and selection, for example, referees to confirm suitability for the volunteer post.

How the information will be used?

The data held is necessary for the engagement of volunteers; application and recruitment process and the working relationship with them thereafter. Personal data will be collected to support the interview and selection processes and is held within paper and electronic personal files. Data may be processed in order to produce any variations to this information.

Who we share information with?

We may disclose your information:

- to provide contact details (name, volunteering location, telephone extension) internally within the Service, to other local public sector organisations, such as local authorities or business partners, where this is relevant and appropriate to your volunteer role and position via public directories containing information about services provided by the Service;
- to other staff in connection with your volunteer post with SFRS;
- to administer authorised out of pocket expenses and for accounting/budgeting purposes to build a complete picture of the costs and to allow accurate budgeting for future activities.

We will only make other non-routine disclosures:

- by law, when we are obliged to provide the information requested, for example, to HMRC or the Asylum & Immigration Office;
- by law, to support national fraud initiatives (NFI), for example, to the Audit Commission – this may involve your information being used in data matching exercises but we will advise you when such exercises are to take place;
- to prevent and detect fraud/crime – SFRS is under a duty to protect the public funds it administers and may use information you have provided for this purpose. We may also share information with other bodies administering or in receipt of public funds solely for this purpose;
- to recover any monies you may owe the Service. SFRS has an expectation that as a volunteer you will not incur debts on the Service;
- if you have given your consent.

How long we hold your information for?

The period that your information is kept for varies according to statutory requirements and other legitimate business reasons. We have set out these retention periods within our Records Retention Schedule.

Your personal information is maintained securely at all times by the staff with responsibility for such records. We apply access control to ensure that only authorised staff are able to access your personal information.

Volunteer monitoring

We have a duty to ensure high standards and to uphold these and comply with the law. It is sometimes necessary to monitor the use of our resources, the conduct of our volunteers and processing of information. For further information, please refer to the procedures covering the following areas:

- Code of Conduct
- Bullying & Harrassment
- Acceptable Use of Systems / Equipment

Automated decision making

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

Requesting access to your personal data and your rights

Under data protection legislation, you have a number of rights with regard to your personal data. You have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it deleted (where we do not have a legal requirement to retain it);
- have it rectified, restricted;
- object to us using it;
- data portability (in certain circumstances).

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

To act on any of the above rights, or if you have any concerns about how we are using your personal information, please contact the Data Protection Officer (contact details below).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office, Tel. No. 0303 123 1113 or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

Contact details of the Data Protection Officer:

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

If you would like to discuss anything in this privacy notice, please contact:

Vlad Valiente, Legal Services Manager, (Interim Data Protection Officer), Scottish Fire and Rescue Service Headquarters, Westburn Drive, Cambuslang, G72 7NA
Email: vlad.valiente@firescotland.gov.uk

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