

**Working together
for a safer Scotland**



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

DATA LITERACY CONFERENCE RECORDING – PRIVACY NOTICE

Last updated: May 2023

Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. The processing of personal data is covered by the General Data Protection Regulation 2018 and Data Protection Act 2018.

This privacy notice explains the information SFRS (“we”) are collecting about you, why we have collected it and how it will be used.

Process owner: **Strategic Planning, Performance and Communications**

This notice relates to the following categories of data subject: **Public Sector Employees and SFRS Partners**

Why we are collecting your information?

We are hosting a Data Literacy Conference; our guest speaker is world-renowned and will deliver sessions on the subject matter over a period of 3 consecutive days commencing on 17 May 2023. We will be recording throughout the conference to enable us to retain footage for future training purposes for us along with public sector and our partner agencies.

How we collect the information about you?

As we are recording the conference, your image may be captured and, if asking any questions during the Q&A session, your voice will also be captured.

What information is being collected by us?

Personal & Special Category information

- Name;
- Image;
- Voice.

Legal basis for the processing

Before we process your data, we need a legal basis for doing so.

In respect of processing your personal information:

- the data subject has given consent to the processing of his or her Personal Data for one or more specific purposes – Art. 6(1)(a)

In respect of processing your special category information:

- the data subject has given explicit consent to the processing of those Personal Data for one or more specified purposes – Art. 9(2)(a)

How the information will be used?

Post conference, editing of the recording and the addition of captions and subtitles will be uploaded by us to YouTube and made accessible by web link for training purposes. By attending the conference, you will be providing explicit consent for this data processing.

Where we store your information and who we share your information with?

The recording will be retained on YouTube. Disposal of raw footage, editing files will be retained by the Directorate in a secure drive location with restricted access.

How long we hold your information for?

Retention in the secure drive will be 10 years and then reviewed to determine if required longer. YouTube recording will be retained indefinitely and be in the public domain for viewing.

Automated decision-making?

There is no automated decision-making as part of this processing.

Requesting access to your personal data and your rights

Under data protection legislation, you have many rights regarding 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 directly 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/>

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>

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

Carol Wade, Information Governance Manager / Data Protection Officer
Email: carol.wade@firescotland.gov.uk

Review date: May 2023