

**Working together
for a safer Scotland**



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

SFRS ANNUAL PERFORMANCE REVIEW – PRIVACY NOTICE

Last reviewed / updated: October 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 (GDPR) 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: **Corporate Communications and Engagement**

This notice relates to the following categories of data subject: **SFRS Stakeholders**

Why are we collecting your information?

The Governance and Accountability Framework, which sets out the formal operating arrangements between Scottish Government and the Service, states that the Scottish Government will undertake a formal performance review of the SFRS twice per year.

These reviews are primarily to provide evidence that the SFRS is meeting the priorities within the Fire and Rescue Framework for Scotland 2016. They also serve as an opportunity to highlight good performance achieved through the Strategic Plan and the Annual Operating Plans.

The Annual Review takes the form of a public presentation by the SFRS Board to the Minister for Community Safety in September / October. A written submission of our

performance is required in advance of the review meeting to provide the Minister with information to scrutinise and prepare relevant questions.

We encourage your participation and involvement in our decision-making processes and facilitate open dialogue which will strengthen the voice of our communities, our partners and the public.

It provides a mechanism for you to raise any questions about the operations and performance of the SFRS to our Board or SLT members. This helps to foster transparency, trust, involvement and an understanding in our business.

How we collect the information about you?

You have already provided us with your information which we are using from our Stakeholders Register.

What is the Legal Basis for processing?

With regards to any SFRS processing, this is detailed in the [Stakeholders Register Privacy Notice](#) as Consent. Scottish Government will have their own Legal Basis detailed for covering the event.

What additional information is being collected by attending this event?

Categories of personal data:

- Recorded Images (MS Teams).

How is your information being used?

You will have received an email from our Board inviting you to attend and to confirm your attendance.

By accepting our invitation, you will attend either in person or digitally. Attending the event will give you the opportunity to observe the Chair of the SFRS Board and Chief Officer present the performance report to the Minister for Community Safety. As a participant, you are provided with an opportunity to ask questions should you wish to do so.

The event will be recorded on MS Teams by Scottish Government. Your attendance at the event will be on the understanding it will be recorded and you will be informed of this by Scottish Government.

The recording will be available from Scottish Government on your request or if you were unable to attend.

Who we share your information with?

For those attending digitally, as this is a Scottish Government organised event, your email address will be exported to an excel spreadsheet and provided to Scottish Government by Egress Secure email. Scottish Government will issue the MS Teams email invitation a few days ahead of the event.

How long we hold your information for?

The recording of the event will be retained by Scottish Government for 30 days.

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 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 by unsubscribing 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 Information Governance Manager (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/>.

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,

Email: carol.wade@firescotland.gov.uk

Review date: October 2024