

## PRIVACY NOTICE - YOUTH ENGAGEMENT

Please read the below privacy notice which sets out how Merseyside Fire & Rescue Authority (MFRA) collects, uses, shares and stores information about **you** (the young person taking part in the programme) **or a child under the age of 16 years you are responsible for**.

### What information do we collect?

MFRA collects personal data including the young person's name, address, date of birth, contact details and emergency contacts. We will collect the data directly from the young person or their guardian via the programme registration forms.

We may ask the young person and/or their guardian for consent to collect "special category" data which includes information about the young person's health, ethnicity, religion and sexual orientation and this would be in addition to the information that we need to collect to enable the young person to take part in a programme with MFRA.

We will ask for consent to take photographs, make videos or prepare case studies to promote the work the young people do with MFRA while on the programme.

### Why do we collect and use this information?

The personal data collected is essential for MFRA to meet legal requirements and to fulfil our statutory functions under section 6 (Fire Safety) of the Fire and Rescue Services Act 2004. We may also collect data under Article 9 (g) of the General Data Protection Regulation; processing is necessary for reasons of substantial public interest.

Youth Engagement programmes contribute to fire safety by providing opportunities and development for young people and strengthening their relationship with the Fire & Rescue Authority and with their communities. This in turn raises awareness of fire safety and community responsibility.

We collect and use personal data for the following purposes:

- a) to support the young person's learning and development
- b) to monitor and report on their progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep young people safe (food allergies, or emergency contact details)
- f) to meet our statutory duties
- g) to promote our Youth Engagement activities

### Sharing your information

We may share the young person's information with Partner Organisations associated with our programme. Sometimes we might be asked by professionals to provide information about the young person.

This would only ever be to:

- Prevent harm to the young person;
- Prevent harm to someone else;
- Prevent some instances of a crime.
- To an organisation that could provide a positive outcome (e.g. employment, further training).

We would always try to discuss it with the young person or their guardian first, unless:

- this could increase the risk, or
- we could not get in touch with you quickly enough

## PRIVACY NOTICE - YOUTH ENGAGEMENT

### How do we store the information?

MFRA will store personal data securely in paper format, or on MFRA electronic databases and systems protected by passwords or permission access controls.

We will keep this personal and special category data for 5 years, after which the data will be anonymised (meaning nobody will be able to identify the young person from the information we hold). We keep the data to help us evaluate the difference our work with young people makes.

Photographs and videos will be destroyed securely after 2 years, unless we obtain consent to keep them for longer.

### How to access, delete or correct the young person's information

The young person or their guardian has a right to request access to the information we hold, or to ask that we correct, erase, restrict processing or transfer the data to another organisation. You can also object to processing.

This is called the right of subject access under the GDPR and individuals have a right to obtain:

- Confirmation that their data is being processed;
- Access to their personal data; and
- Other supplementary information – this largely corresponds to the information that should be provided in a privacy notice

For further information you can contact the Information Management Officer on [dataprotection@merseyfire.gov.uk](mailto:dataprotection@merseyfire.gov.uk), or by phone on 0151 296 4425.

If you have any concerns about the way we process your data, you can contact the Data Protection Officer on 0151 296 4402 or email [debbieappleton@merseyfire.gov.uk](mailto:debbieappleton@merseyfire.gov.uk). Alternatively you have a right to complain to the [Information Commissioner's Office](#).

Please complete the attached form to confirm that you have read and understood this Privacy Notice.

### Your right to change or withdraw consent

If at any time you wish withdraw consent for photographs or videos to be taken or for us to collect and use your special category data please contact [dataprotection@merseyfire.gov.uk](mailto:dataprotection@merseyfire.gov.uk). This will not mean that you have to leave the programme.

### What happens if I am unhappy about something?

You have a right to complain if you are unhappy about the service we are providing to you.

If you want to speak to somebody, we will help you find the right person to speak to. You can speak to any member of the team, the Team Manager or you can ask to speak to someone else about your complaint. If you are on our Princes Trust programme, you can contact Student Services at the college you are enrolled at and the staff can help you find this.

We will listen to what you have to say, we will take this seriously and we will respond to you.

You can ask for a complaints form at any time and we can help you fill this in if you want our support. Or you can access information about how to make a complaint on our website by following this link: -

<https://www.merseyfire.gov.uk/compliments-and-complaints/how-do-i-make-a-complaint/>

## PRIVACY NOTICE - YOUTH ENGAGEMENT

### CONSENT FORM

Please complete the below information in order to access the programme.

I have read this Privacy Notice and understand that Merseyside Fire & Rescue Authority will process my personal information for the reasons stated on the Youth Engagement Privacy Notice.

**1) In order to participate in the programme I understand that I need to provide the young person's:**

- |                                              |                                                                |
|----------------------------------------------|----------------------------------------------------------------|
| ✓ Name                                       | ✓ Pre-convictions (for Prince's Trust courses if applicable)   |
| ✓ Date of birth                              | ✓ Proof of benefits (for Prince's Trust courses if applicable) |
| ✓ Address                                    | ✓ Proof of asylum (for Prince's Trust courses if applicable)   |
| ✓ Contact details                            | ✓ Next Of Kin details (NOK)                                    |
| ✓ Emergency contacts                         |                                                                |
| ✓ Disability details                         |                                                                |
| ✓ Medical details (including any medication) |                                                                |
| ✓ Gender identification                      |                                                                |

**2) During the course we may monitor and record your progress for the following purposes:**

- ✓ Qualifications
- ✓ Care during the course
- ✓ Progression and outcomes

**You will still have a place on the programme if you do not consent to the following.**

**3) Please tick the relevant box regarding use of photos and images by MFRA. Please remember: once your photograph/video/story has been shared, MFRA cannot control if it is used again by someone else.**

I consent for MFRA to take/use **photos and videos** of the young person in order for MFRA to promote Youth Engagement activities by the following means:

- In printed marketing materials for MFRA
- On the MFRA website or national and / or regional social media sites
- On Partner website or national and / or regional social media sites
- In the media (e.g. to promote the work of MFRA)
- In our printed or online advertising
- In a marketing campaign (you will be contacted prior to use if it focuses on you as an individual)
- By other organisations that want to promote MFRA's Youth Engagement work (e.g. schools, colleges, funding bodies and private sector organisations)
- For use as evidence required for your qualification

YES

NO

## ***PRIVACY NOTICE - YOUTH ENGAGEMENT***

If your case study, photo or video is to be used as an **individual** story in the press or on social media, we will have a conversation with you and get your specific consent.

Your or your child's photo/video/story will be stored securely and used for up to **two years**, unless you ask us to stop using it which you can do at any time.

**NAME of young person**.....

**Signature of young person over 16**.....

**Signature of parent/guardian OF YOUNG PERSON UNDER 16**.....