

Merseyside Fire and Rescue Authority

Privacy Notice for commercial training

Merseyside Fire and Rescue Authority (MFRA) will process your personal information to help us deliver training to people who are not employees, former employees, prospective employees, Authority Members, volunteers, secondees or contractors (i.e. commercial training). We will process the following personal data (as relevant to the course you are attending):

Name, address, date of birth, National Insurance Number, email address, telephone number, driving licence details, attendance and performance on the course, records of PPE used, records of any accidents/injuries, records of course evaluation, plus any additional needs or requirements.

We need to process this information to carry out tasks to help us deliver training to delegates and we are carrying out these tasks in relation to a contract with the data subject (trainee), with their employer or with another organisation that is representing the data subject. All data is processed and accessed by Merseyside Fire and Rescue Authority staff who need the information to carry out their role and to deliver services to you.

As well as using personal information we have collected from the data subject, we use information provided by their employers or other organisations representing them as agreed in the associated contract documentation.

We will store personal information securely in electronic and/or paper format for the following periods, after which it will be destroyed securely:

Course booking process and course training records

Data will be input into commercial training records which are protected. This information is held for five years (archived securely, then deleted or shredded as appropriate).

You have a right to request access to the information we hold about you, or to request that we correct, erase, restrict processing or transfer your data to another organisation. You can also object to processing.

For further information about this you can contact the Information Management Officer via email 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 via email debbieappleton@merseyfire.gov.uk, or on 0151 296 4402.

Alternatively, you have a right to complain to the Information Commissioner's Office.