PRIVACY NOTICE	*Community Volunteers*	*Version 2.1*
Information Asset Area	*Prevention*	
Date	*October 2026*	

- **Who is collecting your information?**

Hereford & Worcester Fire Authority

You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP

- **What information is being collected?**

- *Name*
- *Date of Birth*
- *Next of Kin*
- *Your Age & Gender*
- *Your address*
- *Email Address*
- *DBS Information*
- *National Security Number*
- *Health information if reasonable adjustments are requested*

- **Why are we collecting this information and what will we use it for?**

- *To ensure the Service adheres to Safeguarding Policies in the application process*
- *To administer and manage successful candidates who become Volunteers*

- **What are the legal reasons (legitimate grounds) for collecting your personal data?**

UK GDPR

- *Article 6((1)(f) Legitimate Interests*

  The Service has a legitimate interest in processing information for recruitment purposes, to assess candidates' suitability as volunteers and for the administration and management of Volunteers
- *Article 6(1)(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*
- *Article 9(2)(b) Employment & Social Security: Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law*

Other Legislation

N/A

- **How will your information be stored?**

- *Electronically stored on secure cloud server*

- **Who will have access to your information?**

- *Authorised personnel within the Prevention Department.*
- *ICT staff can access all electronic systems when there is a legitimate need to do so*

- **Will your information be shared with anyone other than the Fire and Rescue Service?**

Yes	☐		No	☒

- **If YES, then how will this be done?**

	N/A
•	**If YES, then who with?**
	N/A
•	**How long will we keep your information for?**
	6 years and 6 months after your time as a Community Volunteer *At this time all personal information will be deleted leaving only anonymised statistical information*
•	**How will your information be disposed of?**
	Electronic records are anonymised and personal information is deleted
•	**Who do you contact if you have any questions about your information?**
	The Information Governance Department by email on informationrequests@hwfire.org.uk Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP
•	**What else do you need to know?** **Your Data: Your Rights**
	Under data protection legislation, you have statutory rights relating to your own personal data: •**Access** - you have the right to know what data we hold relating to you and why, and to receive a copy of it; •**Rectification** - you have the right to have inaccurate information about you corrected; •**Objection** - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue; •**Erasure, Restriction and Portability** – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation; For more information on your rights under the data protection laws you can have a look at the Information Commission's website by following this link https://ico.org.uk/your-data-matters/ Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to: Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP
•	**How do you make a complaint?**

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	Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: Comments and Complaints. If you are not satisfied with the outcome of your complaint, you can contact the Information Commission at ICO Head Office, 4th Floor, No. 3 Circle Square, 5 Hawkshaw Street, Manchester, M1 7BL, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk.