

<b>PRIVACY NOTICE</b>	<i>Fire Cadets</i>	<i>Version 2.0</i>
<b>Information Asset Area</b>	<i>Prevention</i>	
<b>Date</b>	<i>October 2025</i>	

•	<b>Who is collecting your information?</b>		
	Hereford & Worcester Fire Authority You can contact us by email on <a href="mailto:info@hwfire.org.uk">info@hwfire.org.uk</a> or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP		
•	<b>What information is being collected?</b>		
	<ul style="list-style-type: none"> <li>• <i>Name</i></li> <li>• <i>Date of Birth</i></li> <li>• <i>Next of Kin</i></li> <li>• <i>Gender</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Address</i></li> <li>• <i>Email Address</i></li> <li>• <i>Allergies</i></li> <li>• <i>Uniform Size</i></li> </ul>	
•	<b>Why are we collecting this information and what will we use it for?</b>		
	<ul style="list-style-type: none"> <li>• <i>To ensure the Service adhere to Safeguarding Policies</i></li> <li>• <i>To manage successful candidates who become Fire Cadets</i></li> <li>• <i>To ensure correctly fitting uniform</i></li> </ul>		
•	<b>What are the legal reasons (legitimate grounds) for collecting your personal data?</b>		
	<i>UK GDPR / DPA</i> <ul style="list-style-type: none"> <li>• <i>Article 6(1)(b) Contract: The processing of your personal information is necessary as part of our contract with you</i></li> </ul>		
	<i>Other Legislation</i> <i>N/A</i>		
•	<b>How will your information be stored?</b>		
	<ul style="list-style-type: none"> <li>• <i>Electronically stored on secure cloud server / secure filing cabinets</i></li> </ul>		
•	<b>Who will have access to your information?</b>		
	<ul style="list-style-type: none"> <li>• <i>Authorised personnel within the Fire Cadets Instructor Cohort and the Prevention Department.</i></li> <li>• <i>ICT staff can access all electronic systems when there is a legitimate need to do so</i></li> </ul>		
•	<b>Will your information be shared with anyone other than the Fire and Rescue Service?</b>		
	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
•	<b>If YES, then how will this be done?</b>		
	<i>N/A</i>		
•	<b>If YES, then who with?</b>		
	<i>N/A</i>		
•	<b>How long will we keep your information for?</b>		

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	<p><i>6 years and 6 months after your time as a Fire Cadet</i></p> <p><i>At this time all personal information will be deleted leaving only anonymised statistical information</i></p>
•	<b>How will your information be disposed of?</b>
	<i>Electronic records are anonymised and personal information is deleted. Paper copies are shredded</i>
•	<b>Who do you contact if you have any questions about your information?</b>
	<p>The Information Governance Department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a></p> <p>Or you can call on 0345 122 4454 or write to Information Governance, Hereford &amp; Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP</p>
•	<b>What else do you need to know?</b>
	<p><b>Your Data: Your Rights</b></p> <p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> <li>•<b>Access</b> - you have the right to know what data we hold relating to you and why, and to receive a copy of it;</li> <li>•<b>Rectification</b> - you have the right to have inaccurate information about you corrected;</li> <li>•<b>Objection</b> - 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;</li> <li>•<b>Erasure, Restriction and Portability</b> – 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;</li> </ul> <p>For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page by following this link <a href="https://ico.org.uk/your-data-matters/">https://ico.org.uk/your-data-matters/</a></p> <p>Should you wish to exercise any of your rights please contact the Information Governance department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a> by phone on 0345 122 4454 (local rate) or by writing to:</p> <p>Information Governance Hereford &amp; Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP</p>
•	<b>How do you make a complaint?</b>
	<p>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 &amp; Worcester Fire and Rescue Service's complaints system: <a href="#">Comments and Complaints</a>. If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a></p>

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