

**Working together
for a safer Scotland**



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

PRIVACY NOTICE – THE MUSEUM OF SCOTTISH FIRE HERITAGE AMBASSADORS

Last updated: November 2021

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: **Museum of Scottish Fire Heritage, SFRS**

This notice relates to the following categories of data subject: **Volunteers – Heritage Ambassadors**

Why we are collecting your information?

The Museum of Scottish Fire Heritage is operated by the SFRS as part of our Community Fire Station on McDonald Road in Edinburgh. The main objective of the museum is to celebrate the rich heritage of Scotland’s fire service. Through our work at the museum, we will promote community safety with a focus on education and really engage with the public we serve. Heritage Ambassadors (HAs) are essential to the daily operations at the Museum and its ongoing aims and objectives. HAs will work across a range of activities, including front of house and gallery guides, where both roles will interact directly with the public. The HAs will also support those undertaking research and work behind the scenes.

What information is being collected?

Categories of personal data:

- Name;
- Email;
- Telephone Number;
- Emergency Contact Details;
- Photographic images (optional).

Legal basis for the processing?

Before we process your data, we need a legal basis for doing so. This is covered under the Data Protection Laws below:

- Art 6 (1)(a) – the data subject has given consent to the processing of his or her Personal Data for one or more specific purposes;
- Art 6 (1) (b) – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract;
- Art 9 (2) (a) – the data subject has given explicit consent to the processing of those Personal Data for one or more specified purposes;
- Art 9 (2) (b) – 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.

How we collect the information about you?

From your application for the role which contained your personal information and was processed by the SFRS Workforce Planning Team. If successful, your personal information listed above will be shared with the restricted Museum personnel who require it within their remit.

How the information will be used?

Your personal information will be used to arrange rotas, training and Museum updates and, if necessary, in cases of emergency.

We will request your explicit consent if we request to use images of you for promotional purposes or as evidence for awards. Your explicit consent will be retained for our records and you will have the right to withdraw this at any time.

Who we share your information with?

- HA's Line Manager;
- Visitor Experience Team Leader;
- Museum of Scottish Fire Heritage Manager;
- Watch Commander, Heritage.

How long we hold your information for?

Your personal information will be held electronically with access restricted to those listed above.

It will be retained from last date of entry to file (i.e. termination date of volunteering) for 6 years.

Any other information provided by you in the course of your contract will be held by the relevant department in line with the Records Retention Schedule.

Where possible, we will complete documents digitally; when necessary, any paper copies will be scanned to electronic format and uploaded and the paper copies disposed of securely.

In processing the information, the SFRS GDPR Guidance will be adhered to.

Your personal information is maintained securely always by the staff with responsibility for such records.

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 about 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 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 Data Protection Officer (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 directly 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-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

Contact details of the Data Protection Officer:

We are a Data Controller for personal data. Our details have been registered with the Information Commissioners Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <https://ico.org.uk>.

If you would like to discuss anything in this privacy notice, please contact:

Carol Wade, Information Governance Manager (Data Protection Officer), Scottish Fire and Rescue Service Headquarters, Westburn Drive, Cambuslang, G72 7NA.
Email: carol.wade@firescotland.gov.uk.

Review date: **November 2023**