



Gloucestershire
Fire and Rescue Service

Working together for a safer Gloucestershire

SkillZONE Privacy Notice

External

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SkillZONE Privacy Notice

SkillZONE is a permanent life skills centre, which is managed by Gloucestershire Fire & Rescue Service as part of Gloucestershire County Council. This privacy notice explains how SkillZONE will use any personal information we collect about you. We collect information about you when you visit us in person, apply to become a volunteer with SkillZONE or request support from us.

Why we collect and use your information:

Gloucestershire County Council is the data controller for the personal information we collect from you. The council will collect and use your personal information in order to comply with a legal obligation to safeguard children and adults.

The information we collect about you:

Gloucestershire County Council will collect only the personal information we need to perform our functions. We will collect your name, contact details and place of work.

How we will use the information about you:

Gloucestershire County Council will use the information about you to administer the booking of prevention education sessions at SkillZONE and to comply with financial regulations for the payment of invoices.

We will also use your data to better understand the services we provide and to help us build those services for the future. We may also use your data to identify if our services are fulfilling our legal obligations.

How long we keep your information for:

Gloucestershire County Council will keep your personal data for up to 12 months from the date of the prevention education session. We are required to keep this information for this long in case of queries arising from income control.

There may be a legal reason for us to keep it longer, such as if a legislation requires us to. This would arise if a safeguarding concern were raised during the visit to SkillZONE.

Who we share your information with:

Gloucestershire County Council will not share your information unless we are required to by law such as to prevent and detect crime or fraudulent activity or in relation to a safeguarding concern.

Your rights:

Right to withdraw consent:

You have the right to withdraw your consent to the council processing your information. To do this, please email or write to us at address. Please be aware that there may be some situations where GCC is still allowed to keep and use your information, even when you have withdrawn consent. Please be aware that SkillZONE will be unable to proceed with your education booking if consent is withdrawn before the date of the visit or before payment is made.

Access to your information:

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

Correction of inaccurate information:

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure):

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object:

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please email or write to us at the address below.

How to contact us:

Please contact us if you have any questions about this privacy notice:

By email: skillzone@glosfire.gov.uk

In writing: The SkillZONE Manager, SkillZONE, Tuffley Lane, Gloucester, GL4 0AS

By telephone: 01452 834150

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing dpo@gloucestershire.gov.uk or by calling 01452 32 4000.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.