

Cumbria Fire & Rescue Service

Cumbria Fire and Rescue Service Cadet Programme Privacy Notice

Privacy Notice for Young People, Parents and Carers

Version Control	Changes Made	Author
Version 1 26/08/2026	New Document	Information Governance Team

Who We Are

Cumbria Commissioner Fire and Rescue Authority (CCFRA) is the data controller for the information collected as part of the Cadet Programme.

Address:

Cumbria Fire and Rescue Service Headquarters
Carleton Avenue
Penrith
CA10 2FA

Data Protection Contact: The Authority has appointed a Data Protection Officer who can be contacted via the Information Governance Team at informationgovernance@cumbriafire.gov.uk

ICO Registration No: ZB517990

Making Cumbria a safer place for all



Service Description

The Fire Cadets programme is a uniformed youth organisation delivered by Cumbria Fire and Rescue Service for young people aged 13 to 17. The programme provides a safe and inclusive environment where cadets can develop confidence, resilience, teamwork, leadership skills, and responsibility through participation in realistic fire and rescue service activities, community engagement, and personal development opportunities. Fire Cadets is a national programme supported by the National Fire Chiefs Council (NFCC) and delivered locally by fire and rescue services across the UK

Why we collect your information

We collect personal information about cadets, parents, carers and emergency contacts so that we can:

- Assess and administer applications to the Cadet Programme.
- Manage cadet membership and participation.
- Communicate with cadets, parents and carers.
- Maintain attendance records.
- Ensure the health, safety and wellbeing of cadets.
- Make reasonable adjustments where required.
- Manage activities, events, visits and transport arrangements.
- Respond to emergencies and safeguarding concerns.
- Monitor and improve the Cadet Programme.
- Meet our legal and safeguarding responsibilities

Where do we get the information?

Information is provided directly from cadets, parents or carers through the application process.

What information do we collect?

About the Young Person

We may collect:

- Name and preferred name.
- Date of birth and age.
- Home address.
- School year.
- Contact details (where provided).
- Information about participation and interests.
- Equality and inclusion information provided voluntarily.

- Photographs and video recordings (where appropriate consent has been given).

About Parents and Carers

We may collect:

- Name.
- Relationship to the young person.
- Address (if different).
- Telephone number.
- Email address.
- Confirmation of parental responsibility.

Health and Support Information

We may collect information relating to:

- Medical conditions.
- Allergies.
- Medication requirements.
- Disabilities or additional needs.
- Dietary requirements.
- Reasonable adjustments required for participation.

This information may be classified as **special category personal data** under UK data protection legislation.

Emergency Contacts

We collect the names, relationships and telephone numbers of nominated emergency contacts. By providing emergency contact details, you should ensure that the individual is aware that their information has been provided to CFRS for emergency contact purposes.

Safeguarding Information

Where relevant, we may collect information relating to:

- Safeguarding concerns.
- Collection arrangements.
- Any information necessary to safeguard a young person or others.

Some safeguarding information may include special category or criminal offence data.

Our Lawful Basis for Processing

The Article 6 lawful basis under the UK GDPR on which we process personal data is:

- **Article 6(1)(e) - Public task:** To perform a task carried out in the public interest or in the exercise of official authority vested in CFRS.

For photos and video footage we rely on:

- **Article 6(1)(a) - Consent:** the data subject has given consent to the processing of their personal data for one or more specific purposes;

Where we process special category data, such as health information, we rely on conditions permitted under Article 9 UK GDPR, including:

Article 9(2)(g) - Substantial public interest, supported by Schedule 1 Data Protection Act 2018, particularly safeguarding and equal opportunities monitoring;

Where we process safeguarding or criminal offence information, this is undertaken only where necessary and lawful for safeguarding children and individuals at risk.

Photography and Video

CFRS may take photographs or video recordings during Cadet Programme activities. Photographs or videos of cadets will only be taken where appropriate consent has been provided during the application process. The images may be used on the CFRS website, social media channels and internal communications.

You may withdraw this consent at any time by contacting us.

Who We May Share Information With

We will only share information where there is a lawful basis and a genuine need to do so. Depending on the circumstances, we may share information with:

- Health professionals.
- Children's Services.
- Adult Social Care.
- Schools or educational establishments.
- Police.
- Emergency services.
- Other organisations involved in safeguarding or protecting a child or vulnerable person.
- Organisations providing activities or transport on behalf of CFRS.

How We Keep Information Secure

Information is stored securely within CFRS systems. Access is restricted to authorised personnel with a business need to access the information. Appropriate technical and organisational security measures are in place to protect personal information from unauthorised access, loss or misuse.

How Long We Keep Information

Information collected as part of the Cadet Programme will be retained in accordance with the CFRS Retention and Disposal Schedule. We will generally keep Fire Cadets' personal data for 6 years after they have left the Fire Cadet Programme

Where safeguarding information is created, it may be retained for longer where required by law, safeguarding guidance, or operational need.

Your Rights

Under UK data protection law, you have the right to:

- Be informed about how your information is used.
- Request access to your personal information.
- Request correction of inaccurate information.
- Request erasure of information in certain circumstances.
- Request restriction of processing.
- Object to processing in certain circumstances.
- Withdraw consent where consent is being relied upon.
- Make a complaint about how we have handled your data

Contact Us or Make a Complaint

If you have questions about how your information is processed, or would like to make a complaint about how we have handled your data please contact:

Information Governance Team

Cumbria Fire and Rescue Service

Carleton Avenue

Penrith

CA10 2FA

Email: informationgovernance@cumbriafire.gov.uk

Information Commissioner's Office (ICO)

The Information Commissioner's Office (ICO) is the UK's independent authority responsible for upholding information rights and data protection.

You have the right to lodge a complaint with the ICO if you believe that we have not complied with data protection laws when processing your personal data. We encourage you to contact us first so that we can try to resolve your concerns.

For more information about your information rights, please visit the ICO website:

<https://ico.org.uk>

To make a complaint to the ICO, visit:

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