

## How we will use your information

### *JFIS (Juvenile Firesetters Intervention Scheme) – Parent / Carer*

This privacy information note explains the information the London Fire Brigade ("we") are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our "General privacy notice" which explains more about who we are, our role in data protection and what rights you have.

**Process owner:** JFIS Central Team

This notice relates to the following categories of data subject: Appropriate Adult

### **Why we are collecting yours and your child's information**

The Juvenile Firesetters Intervention Scheme (JFIS) is a referral based scheme for children and young people, up to the age of 18, who may have a fascination with fire, including playing with lighters and matches, or who have set fires. The aim of the scheme is to address firesetting behaviour by delivering one-to-one fire safety education.

The service is delivered by trained LFB staff who carry out visits to children and families in their homes or other suitable locations, such as school and at clinic sessions at LFB HQ.

When we receive a referral we ask them to provide your name and contact details so that we can contact you by phone or letter as soon as we receive the referral. Following your approval for your child to participate in the scheme we will use the information about your child to undertake a risk assessment, assess the priority of the referral, and tailor our service to their individual needs.

We will use your contact details to keep in touch with you if your child is put on a waiting list for the scheme, and to arrange visits and meetings.

We will collect further personal information about your child from each meeting with them which will contribute to their ongoing support and towards a final progress report.

Following case closure of your child's support we will make follow-up telephone calls at the six month and two year stage to confirm there has been no further firesetting.

We also collect data that informs us of any health and safety issues when working with your child and entering your home.

### **What happens if I do not want my information collected?**

The information we have been given about you is necessary so that we can offer you our intervention service. If you do not respond to our initial contact or you decline intervention we will confirm this in writing to you and close the case. Your information may still be held for the purposes of referring the case to Social Services or another appropriate agency where the lack of intervention may present a risk of further firesetting.

If you have concerns about the information that we have collected and hold about you or your child then you can address your concerns to the JFIS team at any time after our initial contact with you.

### **What information is being collected about you and your child**

If the referral was from someone else this is the information we have collected about you and your child:

Your:

- personal details

Your child's:

- personal details
- Your child's personal features
- Your child's narrative data

We also collect information about your child's special categories of data:

- Health and medical
- Ethnicity

## Why we can legally process yours and your child's information

Before we process your information we need a legal reason for doing so. In this case, the reason for processing your personal data is that the LFB has a responsibility as an official authority to provide fire safety education and encouragement. In order to deliver this we will need to be able to contact you following the candidate's referral to arrange meetings with the child and ensure a safe place to meet.

This is covered under the Data Protection law.

General Data Protection Regulation (EU) 2016/679 [reference to Article 6.1.(e)]

- It is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority
- This is under the Fire Service Act 2004; Section 6 – Fire Safety

We collect your child's health data because while delivering the course as a function of the LFB we have a legal duty of care to the JFIS candidate and to our staff who are responsible for the safety and welfare of the candidate during delivery of the course.

We also collect your child's ethnicity data because we have a duty to monitor equality opportunities and deliver our services in an accessible way.

General Data Protection Regulation (EU) 2016/679 [reference to Article 9.2(g)]

- Processing is necessary for reasons of substantial public interest which is proportionate to the aim pursued and which contains appropriate safeguards.
  - With reference to Data Protection Act 2018: Ch 2, part 2, 10 and sch 1, part 2, (6 – Health & Safety at Work) & (8 – Equal Opportunities)

## How we collect the information about you

We collect the information directly from you if you are the referee, but the same information about you may be given to us by another person or referral agency:

- Ourselves (includes fire crews, fire investigation officers, borough teams)
- Local Authorities (includes Social Services, Education, Youth Services)
- Emergency services

## Who we share yours and your child's data with

Initially your information will only be shared internally and it may result in staff from your local fire station visiting your home for a Home Fire Safety Visit (HFSV), or a subsequent referral of your child to other LFB youth engagement schemes including LIFE and /or cadet schemes in which case you will be contacted again, and new information requested.

However we must and will share information with external agencies where required by law, if there are concerns at any time during the scheme regarding your child's protection. These are the people we may be required to share your information with:

- Local Authorities (includes Social Services, Education, Youth Services)
- Emergency services

If at the end of our work with your child it is identified that they and the family could benefit from additional support and engagement in order to safeguard the child's long-term needs we may make referrals to non-statutory bodies such as local mentoring programmes. They will then contact you independently.

In all cases we adhere to our Information Sharing Agreement set up with partner organisations.

### **How long we hold your information for**

We will keep your information and all personal data relating to the child until they becomes 18 years old, in line with our retention policy.

### **Automated decision making**

The information we have collected will not be used to make any automated decisions about you or your child.