

## **Merseyside Fire and Rescue Authority**

### **Privacy Notice for the International Knowledge Transfer Partnership**

Merseyside Fire and Rescue Authority (MFRA) processes personal information to help us deliver International Knowledge Transfer Partnership (IKTP) training to people who are not Merseyside Fire and Rescue Service staff, volunteers or Merseyside Fire and Rescue Authority members. This includes information provided by you (the data subject) via email, OneFile and feedback forms. This could include special category (sensitive) personal data about equality and diversity, but provision of this information by you is optional.

As well as using personal information we have collected from you, we use information provided by your employer and/or other organisations representing you. We need to process this information to carry out tasks to help us deliver training to delegates and we carry out these tasks in relation to a contract with your employer, or with another organisation that is representing you.

All data is processed and accessed by Merseyside Fire and Rescue Service staff who need the information to carry out their role and to deliver services to you. We may also share information with other organisations that provide training to you as part of the IKTP. This will include name, rank, company/employer and an email address.

We will store personal information securely in electronic and/or paper format for the following periods, after which it will be destroyed securely:

Course booking process and post course training records – 10 years after your course.

You have a right to request access to the information we hold about you, or to request that we correct, erase, restrict processing or transfer your data to another organisation. You can also object to processing of your data.

For further information about this you can contact the Information Management Officer via email [dataprotection@merseyfire.gov.uk](mailto:dataprotection@merseyfire.gov.uk), or by phone, on 0151 296 4425.

If you have any concerns about the way we process your data, you can contact the Data Protection Officer via email [debbieappleton@merseyfire.gov.uk](mailto:debbieappleton@merseyfire.gov.uk), or by phone, on 0151 296 4402.