

Humberside Fire and Rescue Service

Privacy Notice – Employees, Agency Staff, Volunteers and Elected Members

1. Scope

This Privacy Notice describes how Humberside Fire and Rescue Service (“the Service”) collects and uses personal information relating to its employees, agency staff, volunteers and Elected Members of the Fire Authority. This includes potential and previous employees.

2. Aim

Under data protection law, individuals have a right to be informed about how we as a Service use any personal data that we hold about you, why we need it and what protections are in place to keep it secure.

3. Personal Information we collect and/or process

We collect and use different types of personal information about you, depending on your circumstances, your role and the law. For certain positions it is necessary to carry out criminal records or security checks to ensure that individuals are permitted to undertake the role in question. We collect personal information from an employee’s application form and directly from the employee themselves at the start of their employment. We may also obtain information from a previous employer, as well as regulatory authorities such as HMRC.

Employee data is essential for the Service’s operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection laws, we will inform you at the point of collection, whether you are required to provide certain information to us or, if you have a choice in this. We will tell you what you need to do if you do not want to share this information with us.

We collect and process the following information:

- Personal information (such as name, address, telephone numbers, email address, work restrictions, trade union membership, religion, sexual orientation)
- Characteristics information (such as gender, marital status, nationality, ethnicity)
- Medical information (such as medical conditions, details of any disabilities)
- Health and safety information (such as accidents, near miss and RIDDOR records)
- Identification (such as photographs, passport, driving license, signature)
- Suitability to work (such as references, interview notes, work visa information)
- Criminal records information (such as DBS checks, HM Government Security Clearance, credit and fraud checks)
- Skills and Experience (such as CVs, pre-application tests, application forms,

- qualifications, training records)
- Contract Information (such as start date, duty system and availability, hours worked)
- Financial or payroll information (such as payroll number, bank details, national insurance number)
- Benefit Entitlements (such as length of service, leave requests, work travel and expenses)
- Building Systems Information (such as service number, identification codes)
- CCTV imagery, building systems, vehicle systems, body worn cameras and drones (to be used in order to provide security for buildings, appliances and equipment providing training updates, evidence in investigations)
- Performance Information (such as performance ratings, leadership ratings, records of reviews, 1-1s and other personal development plans, reports)

Other details that allow us to meet our organisational and statutory obligations to you as your employer.

4. Reasons we collect and use your personal information

We need to collect and use your personal information for a number of purposes, including:

- Recruitment - including assessing your suitability to work, conducting screening assessments and interviews, make employment offers and contracts, undertake pre-employment checks.
- Human Resources functions - including staffing and staffing resource planning, sickness management, HR investigation including grievances and reviews, management of health and safety.
- Financial and administration purposes - including ensuring individuals are paid and the correct calculation of tax, national insurance and pensions contributions are applied. Ensuring any employee benefits such as expenses are calculated and applied.
- Liaison with pension providers.
- Digital Services – management of equipment, systems and access.
- Ensure the safety and wellbeing of our employees.

The legal basis for us processing this personal information is:

- The data subject has given consent to the processing of his or her personal data for one or more specific purpose.
- Processing is necessary for the performance of a contract to which the data subject is part or, in order to take steps, at the request of the data subject, prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.

In addition, the legal basis for processing any special categories information is:

- 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law.

- the data subject has given explicit consent to the processing of his or her personal data for one or more specified purposes.

5. Sharing and disclosing your personal information

We do not share information about our employees without consent unless the law and our policies allow us to do so.

We routinely share information with:

- Our payroll provider
- Pension schemes
- National Fraud Initiative (Local Audit and Accountability Act 2014 (Part 6))
- Inland Revenue
- Child Support Agency (Child Maintenance Scheme, Immigrations Act 2016)
- Asylum and Immigration Office
- HMRC
- Disclosure and Barring Service (DBS)
- HR Solutions Hub
- Infographics UK Ltd (FireWatch software solution)

6. Protecting your personal information

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone not required and authorised to do so. Information about the IT security standards we use to protect your personal information can be obtained from the Service's Digital Services Unit.

When we use third party organisations to process information on our behalf, we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for the Service. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them. The Service does not transfer your personal information outside the European Economic Area.

7. How long we will keep your data

The Service will hold your personal data securely from your initial application until a time after your relationship with the Service ends, in accordance with our data

retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the intranet or contact Corporate Assurance, whose details can be found in Section 10 of this notice.

8. Requesting access to your details

If you have any questions about the personal information that we hold about you please contact Corporate Assurance, whose details can be found in Section 10 of this notice.

9. Your rights as a data subject

The rights that you have depend upon the grounds upon which we collected your information.

- **Right of access** – you have the right to request a copy of the information that we hold about you;
- **Right of rectification** – you have a right to correct information that we hold about you that is inaccurate or incomplete;
- **Right to restriction of processing** – where certain conditions apply, you have the right to request us to restrict the way we use your data;
- **Right to judicial review** - in the event that the Service refuses your request under rights of access, we will provide you with a reason why the request has been refused. You have the right to complain.

10. Contact Details

If you wish to speak to the Service about how it handles your personal information you can speak to:

Humberside Fire and Rescue Service Headquarters
Corporate Assurance Section
Summergroves Way
Hull
HU4 7BB
Phone: (01482) 565333

Email: dataprotection@humbersidefire.gov.uk

In the event that you wish to make a complaint about how your personal data is being processed by the Service (or third parties under contract) or, how your complaint has been handled, please contact the above in the first instance. If you are not satisfied with our response or the way we handle your information, you have the right to lodge a complaint directly with the Information Commissioner:

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow

Cheshire
SK9 5AF