

Humberside Fire and Rescue Service Privacy Notice – Rookie Reds Programme (Pre-recruitment support for underrepresented community groups for operational firefighter vacancies).

1. Scope

This Privacy Notice describes how Humberside Fire and Rescue Service (“the Service”) collects and uses personal information relating to members of the public who express an interest in employment as a firefighter and engage with the Rookie Reds Programme.

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

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, religion, sexual orientation)*
- *Characteristics information (such as gender, marital status, nationality, ethnicity)*
- *Medical information (such as medical conditions, details of any disabilities)*
- *Identification (such as photographs, passport, driving license, signature)*

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.*
- *Management of health and safety.*
- *Programme review*

The legal basis for us processing this personal information is:

- Processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract.

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.*

5. Sharing and disclosing your personal information

We do not share information without consent, unless the law and our policies allow us to do so. Any Rookie Reds data shared will be anonymised.

We routinely share information with:

- *HMRC*
- *Disclosure and Barring Service (DBS)*

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 Services 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 for six months after completion of your involvement with the Rookie Reds programme.

After this period your data will be anonymised and held for 5 years so that it may still be used for analytical purposes to improve the programme content, (even if

you gain employment with HFRS or not).

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 erasure** – in certain circumstances you can ask for the information we hold about you to be erased from our records;
- **Right to restrict processing** – where certain conditions apply, you have the right to request a restriction in 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