

Privacy Notice for Employees and Volunteers of Staffordshire Fire and Rescue Service

The purpose of this notice is to notify you why we need to obtain, hold and use personal information about you throughout a recruitment process, during your employment and for a period of time after your employment has ended.

If you are a volunteer this applies during the engagement process with us, for the duration of your volunteer agreement and for a specified period after that agreement has ended.

Why we collect and process information about you

We collect and process your personal information in order to manage our obligations under your contract and to do so effectively, lawfully and appropriately. This enables us to comply with the employment contract (such as paying your salary) and any legal obligations (such as notification of your tax information to HMRC).

For volunteers, the volunteer agreement is the contract used as the basis for processing personal data.

Where we obtain this data

Most of the data we hold is provided by you during the recruitment process and your employment with us. We may request information from other sources during the recruitment process, such as references or information required as part of our Baseline Personal Security Standard checks. We may also request additional information during your employment, for example, regarding your health.

The categories of personal data we collect, hold and share

While you are working or volunteering for the Service we may collect and store the following personal information:

- Identifiers such as your name, address, date of birth and national insurance number
- Photographic images
- Employment and qualification details
- Salary and wages information
- Sickness and absence detail
- Tax and pension details
- Contractual details relating to terms and conditions of service
- Equal opportunities monitoring data, which may include racial and/or ethnic origin information.
- Data within access control systems

Sensitive Personal Data

It is sometimes necessary to process sensitive personal data (data concerning racial or ethnic origin, health, trade union membership, political opinions, religious or philosophical



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beliefs or sexuality) in order to comply with legislation relating to employment. Such legislation includes, but is not limited to, the Health and Safety at Work etc. Act 1974, Equality Act 2010, Illegal Working Compliance Orders Regulations 2016, Shared Parental Leave Regulations 2014 and Statutory Sick Pay Act 1994. Any processing of sensitive personal data will be carried out in accordance with Schedule 1 Part 1 (1) of the Data Protection Act 2018 and the Service's Data Protection Policy Statement.

Disclosure of personal information

We may share the personal details of employees and volunteers with other companies that provide us services such as training and other support. We may also share personal information with other organisations where we are required to do so by law.

We may disclose your information:

- to provide contact details (name, work location, telephone extension) internally within the Service, to other local public sector organisations such as local authorities, health trusts or business partners where this is relevant and appropriate to your role and position via public directories containing information about services provided by the Service
- to other staff in connection with your employment, for example to administer salaries, pension, payroll and other monies and for accounting/budgeting purposes
- to other organisations such as building societies in response to your authorised requests to provide details, firefighters' and local government pension administrators.

We will only make other non-routine disclosures:

- by law, when we are obliged to provide the information requested. For example, to the Inland Revenue, Child Support Agency, Asylum & Immigration Office
- by law, to support national fraud initiatives (NFI). For example, to the Audit Commission - this may involve your information being used in data matching exercises but we will advise you when such exercises are to take place
- to prevent and detect fraud/crime - SFRS is under a duty to protect the public funds it administers and may use information you have provided for this purpose. We may also share information with other bodies administering or in receipt of public funds solely for this purpose
- for the assessment or collection of any tax or duty when we need to take legal advice for prospective legal proceedings. For example, to the Service's insurers because of a claim being made by you or a customer/client with whom you have been involved as an employee
- in the course of disciplinary, grievance or other investigations of a similar nature
- to recover any monies you may owe the Service. SFRS has an expectation that as an employee you will not incur debts on the Service.
- if you have given your consent.



How long we keep your data

If you work or volunteer for us then we will use your personal data to manage your employment. Details of external unsuccessful job applicants are destroyed 6 months after the post is filled.

Details for members of the Firefighters' Pension Scheme are retained for as long as we are paying their pension plus 6 years. Otherwise, we keep details of former employees and volunteers for 6 years after they have left the Service.

Storing your data

Your personal information is maintained securely at all times by the staff with responsibility for such records. We apply access control to ensure that only authorised staff are able to access this information.

Requesting access to your personal information and your rights

Under data protection legislation, you have a number of rights with regard to your personal data. You have the right to:

- be informed of how we will process it
- request a copy of what we hold about you
- have it deleted (where we do not have a legal requirement to retain it)
- have it rectified or restricted
- object to us using it
- data portability (in certain circumstances)

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

To act on any of the above rights, or if you have any concerns about how we are using your personal information, please contact the Data Protection Officer (contact details below).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office, contact details are given at the end of this notice.

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Data Protection Officer

If you have concerns about the way your information has been used you should contact the Service's Data Protection Officer:

Andrea Jones
Data Protection Officer
Staffordshire Fire and Rescue Service HQ
Pirehill
Stone
Staffordshire
ST15 0BS

E-mail: dpo@staffordshirefire.gov.uk

Contacting the Information Commissioner's Officer

You can contact the Information Commissioner's Office by visiting their web site at <https://ico.org.uk/concerns>, telephoning 0303 123 1113 or writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

