



FAIR PROCESSING AND PRIVACY NOTICE

Recruitment

Who we are and our contact details

Leicestershire Fire and Rescue Service (LFRS) [us/we/our] are a Public Authority and the Data Controller for determining the purpose and means of processing your personal data. Personal data means any information about a living individual who could be identified. You can contact us:

Address:

The Data Protection Officer,
Information Governance Department,
Leicestershire Fire and Rescue Service Headquarters,
12, Geoff Monk Way,
Birstall,
Leicester

LE4 3BU

Email: **dpo@leics-fire.gov.uk**

Telephone: 0116 210 5555

Or via our **Social Media Channels** – **See our Website Homepage for links:**

[Data Protection, Your Privacy & Website Cookies \(leics-fire.gov.uk\)](https://www.leics-fire.gov.uk/Data-Protection-Your-Privacy-Website-Cookies)

Why we collect your personal data

We collect your personal information to:

- Record your interest in recruitment with us.
- Register you for our 'have a go days' (Wholetime and On-call recruitment).
- Manage your 'end to end' recruitment journey with us.

The categories of individuals

Community (Candidates)

Employees

Temporary employees including Intern, Agency and Work Experience

Apprentices

Contractors

The personal data we collect

The types of personal data that we collect:

- Contact details such as title, name, address, postcode, telephone number, personal email addresses, 'secret question and answer' for security when creating an account on our Hiring software.
- Evidence of how you meet the requirements of the job, including references, supporting statement, work history.
- Evidence of your right to work in the UK and immigration status.
- Copies of driving licence, passport and birth certificate.
- Evidence of how you meet the confirmation of your security clearance – this can include nationality details and information about convictions, allegations and offences.
- Diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability, and other protected characteristics data.
- Information about your health, including any medical needs or conditions.
- Information about job related test and physical assessment results.

- If you contact us regarding your application, a record of that correspondence.
- Details of your use of our recruitment tools and services, such as your candidate profile and alerts for vacancies.
- Cookies on the websites we own relating to your recruitment journey.
- The status of your application and updates on how it moves forward.
- Other information required for some applications.
- Video interview recordings
- National Insurance Number (NI)

How we use your personal data

Once collected, we use your personal data for the purposes below, To:

- Get in contact with you.
- Check that you are right candidate for the role.
- Keep you informed.
- Move your application forward with invites to tests and interviews.
- Support preparation for tests and interviews.
- Inform you if you have been successful or not successful.
- Do the necessary pre-employment checks.
- Send you future notifications (job alerts).
- Assess how you found our recruitment processes to help us improve the way we do things.

Our lawful basis for processing your personal data

LFRS has due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent data protection legislation and codes of best practice. The lawful basis for processing are set out in Article 6 of the UK GDPR. At least one of these must apply whenever the Service is processing your personal data. For all of our recruitment activities we will apply:

Article 6(1)(a) Consent: you have given consent to the processing of your personal data for one or more specific purposes;

We also process your special category personal data (also known as sensitive personal data), this relates to your:

- Race or ethnic origin.
- Religious or philosophical beliefs.
- Sexual orientation.
- Disability.
- Data concerning your health and wellbeing.

The lawful basis for processing your sensitive personal data is set out in Article 9 of the UK GDPR. In addition to one of the conditions set out in Article 6, at least one of these must also apply whenever the Service is processing your sensitive personal data. For all of our recruitment activities we will apply:

Article 9(2)(a) Consent: you have given explicit consent to the processing of your sensitive personal data for one or more specified purposes;

Who we share your personal data with

- We will share your data with our external service providers as part of the recruitment process (online assessments, training courses etc). Third Parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.
- We will share your data with relevant departments within our Service in order to progress your application further.
- We share some of your data for statistical analysis (it will be anonymised first meaning you will not be identifiable).
- If you are successfully recruited, we will upload your details to our Human Resources system.

How we store your personal data and how long we keep it

Your personal information is securely stored at our premises with access limited to only those who have a need to process your information and those who administer our systems. We also store information in the 'Cloud' and have

contracts in place with those who supply these services to us, which include security and data protection clauses to keep your personal data safe.

- We use dedicated Hiring software for the candidate recruitment lifecycle.
- Information is stored on 6 Stages secure servers as well as personal files if candidate is successful in recruitment process.
- We use Eventbrite for registration to recruitment events/workshops/Have a Go Days (please refer to Eventbrite Privacy Notice).

The period that your information is retained for is set out in our Corporate Register Of Processing Activities (ROPA) and published in our Departmental Information Retention Schedules.

The ROPA and our information Retention Schedules are published on our Service Intranet on Microsoft teams/Sharepoint and outside of this can be made available by request to our DPO.

As we are using your consent to process your personal data and sensitive personal data, you have the right to withdraw your consent and instruct us to stop processing at any time by contacting us. Please be advised that if you withdraw your consent then we may not be able to progress your application further.

Your individual rights

In general, you have the right to request that LFRS:

- Provides you with details of your personal data held, gives access to you and where appropriate provides you with a copy of your personal information
- Corrects any errors in your personal data we find during our business processes, or are informed of and restrict processing of your personal data until completed
- Considers your objection to the processing of your personal data and depending upon the service and legal basis, stops all or some of that

processing. "Processing" means the collecting, storing, amending, disclosing, sharing, archiving and destruction of your data

- Erases your personal information, depending on the service and legal basis deletes all or some of your personal data
- Withdraw your consent for us to further process your personal data, if consent is used by us as the legal basis for the service
- Informs you any of automated decision making, including profiling for the service (Note: Please be advised we do not currently use automated decision making)

Where possible we will try to meet your request, but we may need to retain or process information to comply with a legal duty or our policies and procedures.

Data Protection information, requests and concerns

If you would like to exercise your individual rights or discuss anything in this Privacy Notice, please contact our Data Protection Officer (DPO) – See top of page 1.

If you have concerns about the use of your personal data we encourage you first to contact our DPO as concerns can often be resolved very quickly. If you remain concerned then the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to:

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

For more information about your rights: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

Review

Created October 2023/Reviewed and updated August 2024

Next review August 2025