

Employee – Privacy notice

This is to help you understand why we need to obtain, hold and use personal information about you during recruitment and selection, throughout your employment and for a period of time after your employment has ceased. It also explains how its use is compliant with data protection legislation.

Why do we collect information about you?

We collect personal information from you, for the following purposes:

- Recruitment and selection.
- Your health, safety and welfare.
- The administration of your salary, wage, pension, sickness, maternity, travel / subsistence payments and any other monies.
- Your training and development requirements.
- Employee relations. Such as human resource planning, conduct, equal opportunities, employee consultation, appraisals, disciplinary and grievance issues.
- The assessment and arrangement of insurance cover where this is required. Such as for car leasing purposes.
- The operational, day to day management and administration of employees by line managers.
- For access control to our premises, car parks and other automated equipment/systems.

We keep and use this information to manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us and after you have left. This includes using information to enable us to comply with the employment contract, any legal obligations, and pursue legitimate interests. In some cases, we seek your prior consent to process your personal information.

The categories of the information that we collect, process, hold and share include:

- 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 line of business systems

Storing this information

The period that your information is retained for varies according to statutory requirements and other legitimate business reasons. We have set out these retention periods within our Corporate Information Asset Register.

Your personal employment 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 your personal information and they only access the minimum required to carry out their tasks.

Where do we get your information from?

You will have provided most of the personal employment information that we process but we may use other sources during recruitment, selection and employment. For example, Criminal Records Bureau for criminal record checks, referees to confirm suitability for post and doctors for medical reports.

Employee monitoring

We have a duty to ensure high standards and to uphold these and comply with the law, it is sometimes necessary to monitor the use of our resources, the conduct of our staff and processing of information. For further information, please refer to the Human resources policies and procedures published on SharePoint.

Disclosure of personal information

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.

- 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.
- To Forge Health Occupational Health Unit for wellbeing and health monitoring and treatment Services provided by them such as physiotherapy or counselling.

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 or Asylum and 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 - LFRS 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. LFRS has an expectation that as an employee you will not incur debts on the Service.
- If you have given your consent.

Requesting access to your personal data 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, 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 Lead (LFRS) or 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 (contact details follow).

Contact details of the Data Protection Officer

Leicestershire Fire and Rescue Service is the data controller of data for purposes of data protection legislation.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Lead (LFRS): Data Manager

Data Protection Officer: Thomas Barker
(Leicestershire County Council)

Address: Leicestershire Fire and Rescue Service, 12,
Geoff Monk Way, Birstall, Leicester, LE4 3BU

Telephone: 0116 287 2241

Email: dataprotection@lfrs.org

Further information

If you have concerns about the use of your personal data, 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-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

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

Review

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