

FAIR PROCESSING AND PRIVACY NOTICE

RECRUITMENT

Welcome to Leicestershire Fire and Rescue Service Jobs

We respect your right to privacy. This Privacy Notice sets out details of the information that we may collect from you and how we may use that information. This Privacy Notice should be read alongside, and in addition to the Terms and Conditions. Please read this Privacy Notice carefully.

Unless otherwise defined in this Privacy Notice, terms used have the same meaning as in the Terms and Conditions.

1. About

- 1.1 In this Privacy Notice, references to “we” or “us” are to Leicestershire Fire and Rescue Service (LFRS) a Fire and Rescue Service based in England whose registered office is at 12 Geoff Monk Way, Birstall, Leicester, LE4 3BU, who will be the controller of any personal data processed as described in this Privacy Notice.
- 1.2 If you have any questions about your personal information, please use the 'Contact Us' form linked at the bottom of the page.

2 Use of the Website and Online Courses and Content

- 2.1 This Privacy Policy applies only to your use of the Website and Online Content. Partner Organisations who provide the Online Vacancy Listings, Campaigns, etc. or other linking sites found on the Website may also gather information and you should consult those other parties' privacy policies as appropriate and applicable.

3 Collection of Information

- 3.1 When you access the Website via any means, use the Online Vacancy Listings, Application Forms, Reference Forms, register an account, complete pre-screening questions, respond to or participate in any survey or questionnaire sent to you by us, provide comments via the Contact Us form, add yourself to a Talent Pool, update your Talent Profile or visit the campaign listings, we may collect, store and use certain of your personal information in line with this Notice. We may

also ask you for information when you report a problem with the Website or the Online Content.

- 3.2 To register on the Website, we ask for your name, email address, postcode and a secret question and answer. As part of your Talent profile you may also provide further personal details such as location, education and employment history and personal statements. When you make an application the advertising organisation will also collect and process further details relevant to the recruitment process. If you contact us, we may also keep a record of that correspondence.
- 3.3 We may also collect data relating to your visits to the Website that cannot identify you but records your use of our Website and Online Content including, for example, details of how long you have used the Website for.
- 3.4 Finally, we receive information about you from third parties (such as employers references) who are requested to disclose that information as part of the process.

4 Use of Your Information

- 4.1 When you access the Website via any means, use the Online Vacancy Listings, Application Forms, Reference Forms, register an account, complete pre-screening questions, respond to or participate in any survey or questionnaire sent to you by us, provide comments via the Contact Us form, add yourself to a Talent Pool, update your Talent Profile or visit the campaign listings, you agree that your personal information may be collected, stored, used and shared by us and our partners, advertising organisations, or third parties we work with, for any of the following purposes:
 - a) To provide, maintain, protect and improve the quality of the Website and the Online Vacancies and Content we offer, including by conducting anonymised market research, and to protect us and our users
 - b) To provide you with a personalised browsing experience when using the Website
 - c) To fulfil any contractual agreements between you and us
 - d) If you have registered for Job Alerts, to send you details of relevant vacancies which may interest you. You can stop these Job Alerts at any time by altering your preferences in the Job Alerts section under My Details. This is visible when logged in to the system

- e) to tailor our advertising on social media to your use of the Website
 - f) To manage your Jobseeker account that you hold with us
 - g) to allow you to use the full range of features on or via our Website
 - h) If you have switched on your Talent Profile to alert you to jobs which match your preferences. Again, you can control the organisations who can contact you and remove yourself from the talent pools by using the options in the 'My Talent Profile' section, visible when logged in
 - i) To comply with legal and regulatory requirements
 - j) To contact you occasionally in order to invite you to share your opinions and experiences of LFRS
 - k) To allow us to perform market research (as more fully set out in paragraph 12 below)
- 4.2 We may use your email address to send you vacancy notifications and updates about our Services. You can control your email preferences in the My Details section, visible when logged in.

5 Storage of Information

- 5.1 All information is stored on our secure servers. When you register, we will ask you to choose a password which enables you to access the Online Content. You are responsible for keeping this password confidential. We ask you not to share this password with anyone.
- 5.2 Our servers are based in the UK. However, whilst we have used our best efforts to ensure the security of your data, please be aware that we cannot guarantee the security of information transmitted over the Internet.

6. Introduction

- 6.1 Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.
- 6.2 However, we will normally collect personal information from you only (i) where we have your consent to do so, (ii) where we need the personal information to perform a contract with you, or (iii) where the processing is in our legitimate interests and not overridden by your rights. In some cases, we may also have a legal obligation to collect personal information from you.
- 6.3 If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your

personal information is mandatory or not (as well as the possible consequences if you do not provide your information).

- 6.4 Similarly, if we collect and use your personal information in reliance on our legitimate interest (or those of any third party), we/they will make clear to you at the relevant time what those legitimate interests are.

7 Disclosure of Information

- 7.1 We may disclose your personal information to third parties when permitted by law including:

- a) With your consent
- b) To our suppliers in order for them to help us provide our services to you, this includes:
 - i. Local Authorities and other partner organisations that provide Online Vacancy listings or Content;
 - ii. our provider of file storage and management services if you email us directly;
 - iii. where you have made use of our 'send to a friend' option, solely to enable the person to whom you have sent the vacancy to see who has done so;
 - iv. our customer service software if you contact our support team; and
 - v. providers of assessments and marking services when you submit an application form to an organisation where their recruitment process includes external assessments.
These suppliers' use of your personal data may be subject to their own privacy policies, which are available on their websites, and which we suggest you familiarise yourself with in the relevant circumstances set out above.
- c) If we sell or buy any business or assets, in which case we may disclose your information to the prospective seller or buyer of such business or assets, provided that they continue to use your information substantially in accordance with the terms of this Privacy Notice
- d) If all, or substantially all of our assets, are acquired by a third party provided that they continue to use your information substantially in accordance with the terms of this Privacy Notice, in which case information held by us will be one of the transferred assets
- e) If we are under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce

or apply our Terms and other agreements; or to protect our rights, property, or safety, our users, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

8 Data Retention

- 8.1 We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).
- 8.2 When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

9 Your Rights

- 9.1 You have the following data protection rights:
- a) You can edit your personal details via your profile page whenever you wish. We maintain a procedure in order to help you confirm that your personal information remains correct and up-to-date or choose whether or not you wish to receive material from us or some of our partners.
 - b) In addition, you can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting us using the 'Contact Us' link below.
 - c) You may unsubscribe from certain email communications by updating your preferences for Job Alerts and Talent Pools. You may also update your personal information by logging into the Website and visiting the 'My Details' page. You may also write to us order to access, correct, delete or update your personal information on our systems via:
The Data Manager
Data Management Team
Leicestershire Fire and Rescue Service Headquarters
12, Geoff Monk Way
Birstall

Leicester
LE4 3BU

We will answer every query as promptly as possible.

- d) Similarly, if we have collected and process your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- e) If you have any privacy-related questions or unresolved problems, you may contact us using the information provided at paragraph 14 below
- f) You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries (including the US and Canada) are available [here](#).)
- g) The Website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies. Please check these policies before you submit any personal information to these websites.

10 Children

- 10.1 We strongly believe in protecting the privacy of children. In line with this belief, we do not knowingly collect or maintain personal information from persons under 13 years of age, and no part of the Website is directed to persons under 13 years of age. If you are under 13 years of age, then please do not use or access the Website at any time or in any manner. We will take appropriate steps to delete any personal information of persons less than 13 years of age

11 Cookies

- 11.1 LFRS uses cookies to enhance your interaction with our site. The cookies in this website are not used to track users through the system if they are not logged in and when a user registers they are accepting these secure cookies to be sent to their devices.

- 11.2 For more information about cookies, including further details as to what they are and how to refuse them, please see our Cookies Policy.

12 Research

- 12.1 LFRS and other partner institutions that provide Online Vacancy listings or Content on the Website carry out research to ensure we are providing the best jobseeker engagement across the population.
- 12.2 Research will always be conducted using information which has had identifiable details expunged from the data being looked at.
- 12.3 Data we would use in this research encompasses Equal Opportunities information, where you saw a vacancy and, on occasion, general geographical details such as the first section of a postcode (LE1 for example).

13 Updating this Privacy Notice

- 13.1 From time to time it will be necessary to update our privacy Notice. If we decide to change our privacy Notice, we will indicate that changes have been made on the homepage. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.
- 13.2 If at any point we wish to use personally-identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner.

14 Contacting Us

If you have any questions, comments or complaints about this Privacy Notice, please contact us using the details below:

The Data Manager
Data Management Team
Leicestershire Fire and Rescue Service Headquarters
12, Geoff Monk Way
Birstall
Leicester
LE4 3BU

Email: dataprotection@lfrs.org.uk