

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 3.1</i>
<b>Information Asset Area</b>	<i>HR Operations Manager</i>	
<b>Date</b>	<i>January 2024</i>	

• **Who is collecting your information?**

Hereford & Worcester Fire & Rescue Service

You can contact us by email on [info@hwfire.org.uk](mailto:info@hwfire.org.uk) or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP

• **What information is being collected?**

**INFORMATION WE HOLD ABOUT YOU**

- *Personal contact details, i.e. name (including previous name), address, date of birth, personal email and telephone details.*
- *Marital status, dependents.*
- *Next of kin and emergency contacts including addresses and phone numbers.*
- *National Insurance numbers.*
- *Salary, annual leave and benefits information such as pension.*
- *Bank account details, payroll records and tax status information.*
- *Compensation history.*
- *Driving license details including any driving convictions.*
- *Passport or other form of ID*
- *Terms and conditions of your employment and relevant associated paperwork including paperwork from the recruitment and appointment process.*
- *Recruitment information (including copies of right to work documents, references and other information contained in our application forms or in a CV, cover letter or as part of the application process).*
- *Employment records (including job titles, start and end dates, work history, work locations, sickness records, all absence records including annual leave, professional memberships, previous employment and other service history and dates).*
- *Performance and training history including appraisal and improvement plans.*
- *Disciplinary and grievance information.*
- *Details of your schedule and attendance at work.*
- *Information from exit questionnaires.*
- *Information about your use of our information and communication systems.*
- *Communication in social media provided by the employer.*
- *Service contact data, access to IT systems.*

**SPECIAL CATEGORY/SENSITIVE PERSONAL DATA INFORMATION WE HOLD ABOUT YOU**

- *Information required for equal opportunities monitoring, including information about your sex, ethnicity, disability, sexual orientation, religion or belief and age including trans/transgender and trans history.*
- *Information about your health or medical conditions and sickness records.*
- *Medical and fitness assessment outcomes, including decisions to decline PTi assistance to improve fitness outcomes, decisions where PTi assistance is required, medical and lifestyle information required as a result of the fitness assessment.*
- *Details of trade union membership.*
- *Information about criminal convictions and offences where the law allows.*
- *Information relating to Vetting checks (where applicable).*
- *DBS risk assessment (where applicable)*

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<ul style="list-style-type: none"> <li><b>Why are we collecting this information and what will we use it for?</b></li> </ul>		
	<ul style="list-style-type: none"> <li><i>To enable the Service to enter into an employment contract with you and to manage the contract and employment relationship throughout your employment.</i></li> <li><i>To make decisions about your recruitment and appointment.</i></li> <li><i>To determine the terms and conditions on which you work with us.</i></li> <li><i>Checking you are legally entitled to work.</i></li> <li><i>Paying you and if you are an employee, deducting tax and National Insurance contributions.</i></li> <li><i>Providing employment benefits to you.</i></li> <li><i>Administering your pension.</i></li> <li><i>Administering your employment contract with us.</i></li> <li><i>To conduct data analytics to review and better understand our workforce and to assist with workforce planning including retention and attrition.</i></li> <li><i>Equal Opportunities Monitoring</i></li> <li><i>To meet our obligations under employment law and to perform our statutory duties.</i></li> <li><i>Business management and planning, including accounting and auditing.</i></li> <li><i>Assessing qualifications for a particular job or task, including decisions about promotions.</i></li> <li><i>Gathering evidence for possible discipline, grievance and capability meetings or hearings.</i></li> <li><i>Making decisions about your continued employment or engagement.</i></li> <li><i>Making arrangements for the ending of our working relationship.</i></li> <li><i>Performance, development, training and education requirements.</i></li> <li><i>Dealing with legal disputes involving you or other employees, workers and contractors including accidents at work.</i></li> <li><i>Managing sickness absence.</i></li> <li><i>Ascertaining your fitness to work.</i></li> <li><i>Complying with Health &amp; Safety obligations.</i></li> <li><i>To monitor your use of the Service's information and communication systems to ensure compliance with our SPI's and in line with relevant legislation.</i></li> </ul>	<p><b>SPECIAL CATEGORY OR SENSITIVE PERSONAL DATA</b></p> <ul style="list-style-type: none"> <li><i>In relation to levels of absence including sickness, family related absences to comply with employment law.</i></li> <li><i>We will use information about your physical or mental health, or disability status to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.</i></li> <li><i>Information about criminal convictions (where the law allows) - to enable us to make recruitment and employment decisions</i></li> <li><i>We will use information to ensure meaningful equal opportunity monitoring and reporting.</i></li> </ul>

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<b>• What are the legal reasons (legitimate grounds) for collecting your personal data?</b>	
	<p><i>GDPR / DPA</i></p> <p><i>Article 6(1)(b) - For the performance of a contract</i></p> <p><i>Article 6(1)(e) - For the performance of a task carried out in the public interest</i></p> <p><i>Article 9(2)(b) - To carry out the obligations and exercise specific rights of the Service or of the employee in the field of employment and social security and social protection law</i></p> <p><i>Article 9(2)(h) - For the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis or the provision of healthcare</i></p> <p><i>Other Legislation</i></p> <ul style="list-style-type: none"> <li><i>• Employment Rights Acts 1996</i></li> <li><i>• Immigration, Asylum and Nationality Act 2006</i></li> <li><i>• Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</i></li> <li><i>• Equality Act 2010</i></li> <li><i>• Flexible Working Regulations 2014</i></li> <li><i>• Working Time Directive – Working Time Regulations 1998</i></li> <li><i>• Health and Safety - Health and Safety at Work etc. Act 1974</i></li> <li><i>• Statutory Redundancy Pay – Employment Rights Act 1996</i></li> <li><i>• Maternity Leave – The Maternity Allowance and Statutory Maternity Pay Regulations 1994</i></li> <li><i>• Shared Parental Leave Regulations 2014</i></li> <li><i>• Adoption Leave – Paternity and Adoption Leave Regulations 2002</i></li> </ul>
<b>• Who will have access to your information?</b>	
	<ul style="list-style-type: none"> <li><i>• Members of the Human Resources and Development team, including Payroll</i></li> <li><i>• Line Managers and other managers when there is a legitimate need to do so</i></li> <li><i>• The equal opportunity information (listed above) will only be accessed by the HR &amp; Development department.</i></li> <li><i>• ICT staff can access all electronic systems when there is a legitimate need to do so</i></li> <li><i>• With regard to fitness, the Service's Personal Trainers</i></li> <li><i>• Emergency contact information for all staff is shared daily with Fire Control.</i></li> <li><i>• Business Continuity Resilience Operators will have access to the information held by Fire Control under the direction of a duty officer in the event of an emergency.</i></li> </ul> <p><i>We have put in place appropriate security measures to protect the security of your personal data in accordance with the Service's Data Protection SPI. Information will be stored on the HR Management System, on IT systems (including email), case management folders and Personnel Record File/s, which are locked in secure storage.</i></p>
<b>• Will your information be shared with anyone other than the Fire and Rescue Service?</b>	
	<p><i>Yes</i></p>

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<ul style="list-style-type: none"><li>• <b>If YES, then how will this be done?</b></li></ul>	<i>By secure email</i>
<ul style="list-style-type: none"><li>• <b>If YES, then who with?</b></li></ul>	<ul style="list-style-type: none"><li>• <i>The Department for Work and Pensions and other Government departments</i></li><li>• <i>Disclosure and Barring Service (Care Check will be the company undertaking DBS checks)</i></li><li>• <i>Heales Medical (Occupational Health)</i></li><li>• <i>Health &amp; Safety Executive</i></li><li>• <i>Worcestershire County Council (Pensions)</i></li><li>• <i>West Yorkshire Pensions</i></li><li>• <i>University of Worcester (Fitness)</i></li><li>• <i>Warwickshire County Council (Payroll)</i></li><li>• <i>Internal and External Auditors</i></li></ul>
<ul style="list-style-type: none"><li>• <b>How long will we keep your information for?</b></li></ul>	<p><i>Your personal data will be stored for the length of your employment and the timescales stated in the <a href="#">Information Asset Register</a> which can be accessed on the SharePoint site or in line with relevant legislation (i.e. Asbestos regulations).</i></p> <p><i>We will not transfer information about you outside of the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of the data will be explained.</i></p> <p><i>If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information, and seek consent where necessary.</i></p>
<ul style="list-style-type: none"><li>• <b>How will your information be disposed of?</b></li></ul>	<ul style="list-style-type: none"><li>• <i>Electronic records deleted and all paper files shredded securely by the HR &amp; Development Department.</i></li></ul>
<ul style="list-style-type: none"><li>• <b>Who do you contact if you have any questions about your information?</b></li></ul>	<p><i>If you have any concerns regarding the processing of your personal data, please contact the HR Support Team at <a href="mailto:HRSupport@hwfire.org.uk">HRSupport@hwfire.org.uk</a> or on 01905 368490.</i></p>
<ul style="list-style-type: none"><li>• <b>What else do you need to know?</b></li></ul>	<p><b>Your Data: Your Rights</b></p> <p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"><li>•<b>Access</b> - you have the right to know what data we hold relating to you and why, and to receive a copy of it;</li><li>•<b>Rectification</b> - you have the right to have inaccurate information about you corrected;</li><li>•<b>Erasure, Restriction and Portability</b> – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation;</li></ul> <p>For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page by following this link <a href="https://ico.org.uk/your-data-matters/">https://ico.org.uk/your-data-matters/</a></p>

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Should you wish to exercise any of your rights please contact the Information Governance department by email on [informationrequests@hwfire.org.uk](mailto:informationrequests@hwfire.org.uk) by phone on 0345 122 4454 (local rate) or by writing to:

Information Governance  
Hereford & Worcester Fire and Rescue Service HQ  
Hindlip Park  
Worcester  
WR3 8SP

- How do you make a complaint?**

Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: [Comments and Complaints](#). If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)