

PRIVACY NOTICE	HR & Development (HR&D) / Recruitment (to include Recruitment and Assessment and Development processes, internal and external)	Version 1.00
AUTHOR	Senior HR Advisor	
DATE	31/07/18	

•	Who is collecting my information?
	<i>Hereford & Worcester Fire Authority</i>
•	Where did you get my information?
	<i>From the candidate</i>
•	What information is being collected?
	<p>INFORMATION WE HOLD ABOUT YOU</p> <ul style="list-style-type: none"> • <i>Personal contact details, i.e. name, address, date of birth, personal email and telephone details.</i> • <i>National Insurance number.</i> • <i>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).</i> • <i>Employment records (including current and previous employments, current salary, job titles, start and end dates, professional memberships).</i> • <i>Education history</i> • <i>Qualifications, skills and experience relevant to the role</i> • <i>Driving license details including any driving convictions (where applicable).</i> • <i>Any relationship with an employee or council member.</i> <p>SPECIAL CATEGORY/SENSITIVE PERSONAL DATA INFORMATION WE HOLD ABOUT YOU</p> <ul style="list-style-type: none"> • <i>Information required for equal opportunities monitoring, including information about your ethnicity, disability, sexual orientation, religion or belief, age and gender including trans/transgender and trans history.</i> • <i>Whether you require any reasonable adjustments</i> • <i>Information about your health or medical conditions and sickness records.</i> • <i>Medical assessment outcomes (where applicable).</i> • <i>Fitness test assessment outcomes (where applicable).</i> • <i>Information about criminal convictions and offences.</i> • <i>Information relating to Vetting checks (where applicable).</i> • <i>Information relating to DBS checks (where applicable).</i>
•	Why are you collecting this information?
	<i>To manage the recruitment process, assess and confirm a candidate's suitability for employment.</i>
•	What are the legal reasons (legitimate grounds) for collecting my personal data?
	<ul style="list-style-type: none"> • <i>Information is required in order for the Service to recruit, assess suitability and offer a contract of employment.</i>

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- *To meet our obligations under employment law, the Equality Act 2010 and to perform our statutory duties.*

- What will my information be used for?

HOW WILL WE USE INFORMATION ABOUT YOU

- *To make decisions about your recruitment and appointment and assessing qualifications for a particular job.*
- *We do use automatic profiling and decision making. You have the right to object to any automated decision made.*
- *To determine the terms and conditions on which you work with us.*
- *To check that you are legally entitled to work in the UK and to satisfy our baseline personnel security standard checks.*
- *To meet our obligations under employment law and to perform our statutory duties.*
- *In ascertaining your fitness to work.*

USE OF SPECIAL CATEGORY OR SENSITIVE PERSONAL DATA

- *We will use information about your disability status to provide appropriate reasonable adjustments.*
- *We will use this information to ensure meaningful equal opportunity monitoring and reporting and to conduct data analytics to review and better understand the recruitment of our workforce.*
- *Candidates are obliged to declare any unspent convictions or criminal proceedings pending. If you have a record of an offence, this will not necessarily disqualify you as all applications are considered strictly on their merit.*

How will my information be stored to guarantee security?

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:

- *In a secure e-recruitment system, Talentlink during recruitment phase*
- *On IT systems (including email)*
- *Hard copies of application forms, copies of passport or other identity documents, including qualifications in locked filing system*
- *HR management system for successful candidates*

- Who will have access to my information?

- *Members of the HR and Development team*
- *Line managers and other managers in connection with the recruitment process.*
- *Third parties conducting employment background checks.*
- *Health Management Ltd (Occupational Health) for medical assessments*
- *University of Worcester for fitness assessments (where applicable)*
- *Employees of our online e-recruitment system*

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• Will my information be shared with anyone other than the Fire and Rescue Service?				
	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
• If YES, then how will this be done?				
	<i>Via e-mail system and post</i>			
• If YES, who with?				
	<ul style="list-style-type: none"> • <i>Employment background check providers</i> • <i>Health Management Ltd</i> • <i>University of Worcester</i> • <i>Internal and External Auditors</i> • <i>Disclosure and Barring Service</i> 			
• Do I have the right to ask for my information to be erased?				
	<ul style="list-style-type: none"> • <i>Under the EU General Data Protection Regulation (GDPR) / Data Protection Act 2018, you have a number of rights with regards to your personal data. You have the right to request from us access to and/or a copy of the information we hold about you. You may also request rectification or erasure of your personal data and the right to object to and restrict processing.</i> • <i>If we have requested and you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.</i> 			
• Do I have the right to object to my information being used?				
	<p><i>Please note you are not under any statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.</i></p> <p><i>Please contact the Performance & Information Department, Service Headquarters with any questions or concerns</i></p>			
• Do I have the right to ask for my data to be provided in a universally recognised electronic format e.g. CSV file?				
	<i>Any information provided by you (the data subject) will be supplied in universally recognised formats. Please contact the Performance & Information Department, Service Headquarters to request your data.</i>			
• How long will you keep my information for?				
	<ul style="list-style-type: none"> • <i>12 months if your application is unsuccessful</i> • <i>12 months if your application is successful and you are held on a waiting list.</i> • <i>In some cases a waiting list may be required (for example, we will hold a waiting list of successful Wholetime recruitment applicants for the next available vacant positions) and we may keep your information for up to two years. This would be covered in the candidate information guidance notes.</i> 			

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	<ul style="list-style-type: none"> <i>In some cases a pool of candidates may be required (for example, applicants interested in our on-call positions, waiting for vacancies at a particular station) and we may keep your information for up to two years. This would be covered in the candidate information guidance notes.</i> <i>If your application is successful and you are given an offer of employment, personal data gathered during the recruitment process will be transferred to your personal record file (paper based) and HR Management system. This information will be stored for the length of your employment and the timescales stated in the Information Asset & Retention Register (which can be accessed on the SharePoint site or in line with relevant legislation (i.e. Asbestos regulations)).</i> <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> <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>
•	How will my information be disposed of?
	<i>Electronic records deleted and all paper files shredded securely by the HR & Development Department</i>
•	Who do I contact if I have any questions?
	<i>If you have any concerns regarding the processing of your personal data, please contact the HR Support Team on 01905 368490</i>
•	How do I make a complaint?
	<p>Step 1: If you wish to make a formal complaint, please use the Service's complaints procedure: Comments and Complaints</p> <p>Step 2: If you are not satisfied with the outcome of the internal review, you may raise a concern directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk</p>

For Performance & Information Department to complete

Legislation	Section	Details
GDPR	Article 6(1)(b)	Contractual obligations
GDPR	Article 6(1)(e)	Public task
Employment Rights Acts 1996		
Immigration, Asylum and Nationality Act 2006		
Rehabilitation of Offenders Act 1974		
Equality Act 2010		