

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 1</i>
<b>AUTHOR</b>	<i>Senior HR Advisor</i>	
<b>DATE</b>	<i>17/08/21</i>	

•	Who is collecting my information?
	<i>Hereford &amp; Worcester Fire Authority</i>
•	Where did you get my information?
	<ul style="list-style-type: none"> <li>• <i>Employee</i></li> <li>• <i>Line manager(s)</i></li> </ul>
•	What information is being collected?
	<p><b>INFORMATION WE HOLD ABOUT YOU</b></p> <ul style="list-style-type: none"> <li>• <i>Personal contact details, i.e. name (including previous name), address, date of birth, personal email and telephone details.</i></li> <li>• <i>Marital status, dependents.</i></li> <li>• <i>Next of kin and emergency contacts.</i></li> <li>• <i>National Insurance numbers.</i></li> <li>• <i>Salary, annual leave and benefits information such as pension.</i></li> <li>• <i>Bank account details, payroll records and tax status information.</i></li> <li>• <i>Compensation history.</i></li> <li>• <i>Driving license details including any driving convictions.</i></li> <li>• <i>Terms and conditions of your employment and relevant associated paperwork including paperwork from the recruitment and appointment process.</i></li> <li>• <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></li> <li>• <i>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).</i></li> <li>• <i>Performance and training history including appraisal and improvement plans.</i></li> <li>• <i>Discipline and grievance information.</i></li> <li>• <i>Details of your schedule and attendance at work.</i></li> <li>• <i>Information from exit questionnaires.</i></li> <li>• <i>Information about your use of our information and communication systems.</i></li> <li>• <i>Communication in social media provided by the employer.</i></li> <li>• <i>Service contact data, access to IT systems.</i></li> </ul> <p><b>SPECIAL CATEGORY/SENSITIVE PERSONAL DATA INFORMATION WE HOLD ABOUT YOU</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Information about your health or medical conditions and sickness records.</i></li> <li>• <i>Medical assessment outcomes.</i></li> <li>• <i>Fitness test assessment outcomes.</i></li> <li>• <i>Details of trade union membership.</i></li> <li>• <i>Information about criminal convictions and offences.</i></li> <li>• <i>Information relating to Vetting checks (where applicable).</i></li> <li>• <i>Information relating to DBS checks (where applicable).</i></li> </ul>
•	Why are you collecting this information?

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 1</i>
<b>AUTHOR</b>	<i>Senior HR Advisor</i>	
<b>DATE</b>	<i>17/08/21</i>	

	<ul style="list-style-type: none"> <li><i>To enable the Authority to enter into an employment contract with you and to manage the contract and employment relationship throughout your employment.</i></li> </ul>
<ul style="list-style-type: none"> <li>What are the legal reasons (legitimate grounds) for collecting my personal data?</li> </ul>	<ul style="list-style-type: none"> <li><i>Information is required in order for the Service to manage and operate employment contracts.</i></li> <li><i>To meet our obligations under employment law, the Equality Act 2010 and to perform our statutory duties.</i></li> </ul>
<ul style="list-style-type: none"> <li>What will my information be used for?</li> </ul>	<p><i>To make decisions about your recruitment and appointment.</i></p> <ul style="list-style-type: none"> <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 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>We will use information to ensure meaningful equal opportunity monitoring and reporting.</i></li> </ul>
<ul style="list-style-type: none"> <li>How will my information be stored to guarantee security?</li> </ul>	<p><i>We have put in place appropriate security measures to protect the security of your personal data in accordance with the Services 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.</i></p>

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 1</i>
<b>AUTHOR</b>	<i>Senior HR Advisor</i>	
<b>DATE</b>	<i>17/08/21</i>	

• Who will have access to my information?				
<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> </ul>				
• 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>By secure email</i>				
• If YES, who with?				
<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</i></li> <li>• <i>HML and 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>				
• Do I have the right to ask for my information to be erased?				
<ul style="list-style-type: none"> <li>• <i>Under the General Data Protection Regulation (GDPR), 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></li> <li>• <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></li> </ul>				
• Do I have the right to object to my information being used?				
<i>No – Your information is required in order to manage your employment contract</i>				
• 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 &amp; Information Department to request your data.</i>				
• How long will you keep my information for?				
<i>Your personal data will be stored for the length of your employment and the timescales stated in</i>				

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 1</i>
<b>AUTHOR</b>	<i>Senior HR Advisor</i>	
<b>DATE</b>	<i>17/08/21</i>	

*the Information Asset & Retention Register which can be accessed on the SharePoint site or in line with relevant legislation (i.e. Asbestos regulations).*

*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.*

*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.*

- How will my information be disposed of?

*Electronic records deleted and all paper files shredded securely by the HR & Development Department.*

- Who do I contact if I have any questions?

*If you have any concerns regarding the processing of your personal data, please contact the HR Support Team on 01905 368490.*

- How do I make a complaint?

Step 1:

If you wish to make a formal complaint, please use the Service's complaints procedure: [Comments and Complaints](#)

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](mailto:casework@ico.org.uk)

For Performance & Information Department to complete

GDPR	Section	Details
GDPR	Article 6(1)(b)	Contractual obligations
GDPR	Article 6(1)(e)	Public task
GDPR	Article 9(2)(b)	Employment
GDPR	Article 9(2)(h)	Preventive or occupational medicine / working capacity

Other Legislation
Employment Rights Acts 1996
Immigration, Asylum and Nationality Act 2006
Rehabilitation of Offenders Act 1974
Equality Act 2010
Flexible Working Regulations 2014
Working Time Directive – Working Time Regulations 1998
Health and Safety - Health and Safety at Work etc. Act 1974
Statutory redundancy pay – Employment Rights Act 1996
Maternity leave – The Maternity Allowance and Statutory Maternity Pay Regulations 1994
Shared Parental Leave Regulations 2014

<b>PRIVACY NOTICE</b>	<i>HR &amp; Development Personal Employment Data</i>	<i>Version 1</i>
<b>AUTHOR</b>	<i>Senior HR Advisor</i>	
<b>DATE</b>	17/08/21	

Adoption leave – Paternity and Adoption Leave Regulations 2002