

This privacy notice tells you:

- what information County Durham and Darlington Fire and Rescue Service are collecting about you
- why we have collected it
- how it will be used

You can find out about your rights and how we will protect your data in our “Universal Privacy Notice which can be found on our website.

Information Asset Owner: HR Manager

Information collection area: Employees and Former Employees

County Durham and Darlington Fire and Rescue Service (CDDFRS) collects and processes personal data relating to its employees to manage its relationship with them. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations

How we collect the information about you

The organisation collects this information in a variety of ways. For example, data is collected from:

- Application forms
- CVs or resumes
- Your passport or other identity documents such as your driving licence
- Forms completed by you at the start of or during your engagement (such as pension forms)
- Correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as information from:

- Background check providers
- Credit reference agencies
- Criminal records checks permitted by law.

Throughout your employment with us the majority of the personal data we hold about you is provided by you e.g.

- Benefit nomination forms,
- Correspondence with you, or through interviews, meetings or other assessments

Why we are collecting your information

The organisation needs to process data to enter into an employee contract with you and to meet its obligations under that contract. For example, it needs to process your data to pay you in accordance with your contract.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to:

- Deduct tax
- Comply with health and safety laws
- Ensure that employees are receiving the national minimum wage
- Auto-enrol employees in pension schemes
- Enable employees to take the holiday and breaks to which they are entitled.

For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

Processing employee data allows the organisation to:

- Offer work to appropriate and suitably qualified individuals
- Maintain accurate and up-to-date HR records and contact details (including details of who to contact in the event of an emergency)
- Records of employee's contractual and statutory rights
- Conduct checks to ensure that employees have the right to:
 - work in the UK in accordance with government guidance
 - ensure acceptable conduct within the workplace
 - allow for succession planning and workforce management
 - keep a record of absence to allow effective workforce management and ensure that employees are receiving the pay to which they are entitled
 - obtain occupational health advice, to ensure that the organisation complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled
 - operate and keep a record of working hours and holiday to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.



- ensure effective general HR and business administration; and respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes and to ensure that employees have the right to work in the UK).

You have some obligations under your employee contract to provide the organisation with data. In particular, you are required to report absences from work. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to holiday entitlements. Failure to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter an employee contract with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employee contract efficiently

What information is being collected?

The organisation collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number,
- date of birth and gender;
- the terms and conditions of your contract;
- details of your qualifications, skills, experience and career history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions; details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record; details of your schedule (days of work, working hours and details of any days that you are not generally available for work) and attendance at work; details of periods of leave (such as holiday) taken by you, and the reasons for the leave;





- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.
- Photographic and CCTV images
- Data within access control systems
- Tracking details of service vehicles

Data is stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

How we will use your information

We will only use your information for the purposes it has been collected and as described above. Should we wish to use your information for others purposes we will obtain your consent if no other legal reasons exist.

With regard to use of CCTV and other monitoring equipment the Service has a legitimate reason to understand where operational staff are located at any time. This is to support dynamic mobilising and the fastest response times. We therefore use tracking on our Service vehicles to mobilise the nearest resources to an incident.

Data subject category

Employees

Former Employees

Agency Workers

Legal basis for the processing

CDDFRS' entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information such as: the processing is necessary for managing the employment contract we have with you.

The service will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful.



During the course of your employment it may also be necessary to process special categories of information about you where we have obtained your explicit consent or where permitted by applicable laws, for example equality and diversity monitoring.

Who we share your information with

Your information will be shared internally, including with members of the HR team (including payroll), employees to whom you report, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

The organisation also shares your data with third parties that process data on its behalf, in connection with:

- Payroll,
- The provision of pension benefits,
- The provision of occupational health services
- Organisations involved in the exercise or defence of legal claims.

In all cases, where we share your data with third parties, an Information Sharing/ Service Level Agreement or Contract is in force between the parties.

The organisation will not transfer your data to countries outside the European Economic Area.

How long we hold your information for

The organisation will hold your personal data for the duration of your employee contract. The periods for which your data is held after the end of your contract is plus 7 years. Where we have a statutory duty under Control of Hazardous Substance Regulations your personal data may be retained between 35 and 50 years for example Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH) 1999 and 2002.

More Information

If you require more information, please contact our Data Protection Officer using the following email address:

dpo@ddfir.gov.uk