



Corporate Services Privacy Notice

We are required to maintain records relating to our corporate services. These services include:

- Performance & Data services
- Property services
- Procurement (Goods and services)
- Health & Safety
- Project Management
- Information Governance
- Communications & Marketing
- Finance services
- Emergency planning
- Fleet workshops, including licenses and permits held
- ICT
- Learning & Development
- Museum
- Risk management
- Water Section
- General Business Activities

The type of information used in these records includes:

- Name and contact details
- Date of Birth
- Gender
- Employment data
- Financial details
- Vetting information
- Performance data
- Vehicle information
- Insurance information



The records also contain special category personal information, for example:

- Ethnicity
- Religion
- Health information
- Biometric Data
- Trade Union membership

This information is sometimes provided by you, and sometimes it is provided by others, such as:

- Central/Local Government Departments
- Commissioned partners and suppliers
- Other Public Service Providers

ECFRS is the data controller for this information. Data processors support this activity through the provision of systems. The legal Basis' we rely on for this processing are as follows:

Legal basis for processing Personal Data:

We rely on Public Task/Legal Obligation as our legal basis for Performance & Data services, Property services, Health & Safety, Project Management, Information Governance, Communications & Marketing, Finance services, Emergency planning, Fleet workshops, ICT, Museum, Risk management, Water Section, Licenses and permits held, and General Business Activities.

We rely on Contract as our legal basis for Procurement (Goods & Services), Communications & Marketing, Learning & Development.

Legal basis for processing Special Category Personal Data:

We rely on Substantial Public Interest as our legal basis for Performance & Data services, Health & Safety, Information Governance, Emergency planning, Risk management, and General Business Activities.

We rely on explicit consent for processing Biometric Data.



Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments
- Health providers
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service
- Insurance providers

This information will be retained before being reviewed for secure destruction as set out below:

- Performance & Data services – 3 - 6 years from last activity
- Property services – 3 years from last activity
- Procurement (Goods & Services) – 40 years, or permanent preservation of records of historic interest
- Health & Safety – up to 40 years
- Project Management – 10 years
- Information Governance – 4 years
- Communications & Marketing – 2 years
- Finance services – 7 years
- Emergency planning – 5 years
- Fleet workshops, including licenses & permits – 7 years
- ICT – 3 months to 4 years dependent on data type
- Learning & Development – 7 years from date of leaving employment
- Museum – Permanent Preservation
- Risk management – 5 years
- Water Section – 70 years
- General Business Activities – 4 years

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.



If you have concerns about how your personal data is being processed, please contact DPO@essex-fire.gov.uk or informationgovernance@essex-fire.gov.uk