



## Managing employment, recruitment and volunteers Privacy Notice

### Employee Records

We are required to maintain employee records for our staff, including pay and pensions. We also need to use personal data for a range of business activities, for example insurance, training, and communications. Staff images may also be captured through our surveillance activities to assure the security of our staff, the public, and our property. The type of information used in these activities includes:

- Name and contact details
- Date of Birth
- Financial details
- Vetting information
- Pensions data – see \* at foot of this notice
- Payroll data
- References
- Performance data
- Next of Kin
- Digital Images

We may also need to use special category personal information, for example:

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

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

- Previous employers
- DBS service
- Occupational Health providers
- Government agencies such as DWP



ECFRS is the data controller for this information. Data processors support this activity through the provision of systems. For employees and applicants the legal basis we rely on when using this personal information is our employment contract with you and legal obligation. The legal basis we rely on for the special category personal data are Employment, Social Security and Social Protection, Substantial Public Interest for ethnicity data and explicit consent for 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 for a minimum of 7 years from the end of the employment contract.

### **Recruitment Records**

We collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details
- Education History
- Employment History
- Vetting information
- Referee Contact Details
- Proof of Identity (e.g. Driving licence, passport)
- Proof of right to work in UK where required
- National Insurance Number
- Proof of professional qualifications

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

- Additional Needs (for interview purposes)
- Proof of right to work in UK where required



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

- Previous employers
- DBS service
- Occupational Health providers

ECFRS is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is Contract and Legal Obligation. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection and Substantial Public Interest for ethnicity data.

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

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service

For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).

### **Volunteer Records**

We sometimes have volunteers who support our services and communities, for example Fire Cadets. We are required to collect some information about them, for example:

- Name and contact details
- Vetting information
- Relationship information
- Next of Kin

Our legal basis for collecting and using this information is consent or Public Task, but where we collect vetting information, this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting us.



We will keep your information whilst you are volunteering and retain for one year after your last support activity.

We also use personal information to:

- help investigate any worries or complaints you have;
- keep track of spending;
- check the quality of education delivery; and
- to help with research and planning of new initiatives.

### **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](mailto:DPO@essex-fire.gov.uk) or [informationgovernance@essex-fire.gov.uk](mailto:informationgovernance@essex-fire.gov.uk)

\*Essex Police Fire and Crime Commissioner Fire and Rescue Authority's Firefighter Pension Schemes privacy notice.

Please click here



Pensions PN.pdf