

How we will use your information

Litigation

This privacy information note explains the information the London Fire Brigade ("we") are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our "General privacy notice" which explains more about who we are, our role in data protection and what rights you have.

Process owner: Employment and Litigation

This notice relates to the following categories of data subject: Employees, Customer & Service user, Member of public

Why we are collecting your information

We are collecting your information in order to enforce or defend any legal claims made by, against or otherwise involving you. We will use your information so that we can contact you and for the administration of the claim, including court documents and third party correspondence.

What happens if I do not want my information collected

If you do not want your information collected we may not be able to respond to your enquiry, investigate and administer your legal claim or fulfil our legal and business requirements.

What information is being collected

The information we are processing fall into the following categories of personal data:

Categories of personal data

- Personal details
- Personal features
- ID numbers
- Work details
- Financial details
- Narrative data

Special Categories of personal data

- Criminal data
- Health and medical

Legal basis for the processing

Before we process your data we need a legal basis for doing so. In this case, the basis for processing your personal data is that we have to complying with legal requirements and obligations that we are subject and a legitimate interest in providing a defence against legal claims, and complying with legal

requirements, to co-operate with authorities and government agencies, and uphold our reputation as a public authority.

This covered under the Data Protection law below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 6.1(c) and (f)]

- We need the information to comply with a legal obligation
- processing is necessary for the purposes of the legitimate interests pursued by the controller.

And the processing of your special categories of data and criminal data as is covered under the Data Protection laws below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 9.2(f) and Article 10]

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing of personal data relating to criminal convictions and offences based on Article 6(1) shall be carried out only under the control of official authority providing for appropriate safeguards for the rights and freedoms of data subjects.

With reference to Data protection Act 2018: schedule 1, part 3 (33) - Legal claims

How we collect the information about you

We collect the information directly from you, internally from HR records, or other internal sources. We will also collect information from external sources including:

- References
- External professionals
- Medical records
- Previous employers
- Current employers

Who we share your data with

Your information is shared internally and some of your personal information will be shared externally including with the following:

- Regulators
- Legal advisors
- Government agencies
- Law enforcement agencies
- Contractors and suppliers
- Law courts

How long we hold your information for

We will only retain your personal information for as long as it is necessary to fulfil the purposes we collected it for. This period will include our needs to satisfying any legal, regulatory, tax or accounting requirements.

We have a Records Retention Strategy which describes how long we keep information for.

Automated decision making

The information we have collected will not be used to make any automated decisions about you.