

How we will use your information

Application for Career Break

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: Central Operations - Operations Directorate Support Services

This notice relates to the following categories of data subject: [Employees](#)

Why we are collecting your information

We need to collect personal data from you because in order to be eligible for the Career Break scheme you will have to meet certain eligibility criteria. The information you provide us with will be assessed against these criteria.

What happens if I do not want my information collected?

The consequence of not providing your personal information is that we will not be able to assess your eligibility or process your request.

What information is being collected

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

Categories of personal data:

- Personal details
- Work details
- Narrative data

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 in offering this scheme we have a contractual obligation to consider both the personal reasons for your request and the business needs.

This is covered under the Data Protection laws below

[General Data Protection Regulation \(EU\) 2016/679](#) [reference to Article 6.1(b)]

- It is necessary for the performance of a contract that you are a party to or that we are negotiating with you.

How we collect the information about you

All data is collected directly from you, using the Career Break application form.

Who we share your data with

We will only share your data internally.

How long we hold your information for

We will hold your information for the duration of your employment, for up to 7 years following the end of your employment, and then permanently as part of the LFB's historical archive.

Automated decision making

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