

## How we will use your information

### *Counselling & Trauma Intervention*

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:** Counselling & Trauma Services

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

### Why we are collecting your information

#### Counselling and Wellbeing

We are collecting your information because you have requested or have been referred to our counselling service. We need to contact you to arrange meetings, and then gather information to assist us in counselling sessions, support and intervention. We will record in note form any information that you share with us that is relevant to our counselling service.

#### Post Critical Incident Contact

If you have been involved in an operational "critical incident" we will collect your information from the LFB in order to contact you after the event to offer information and advice.

### 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 psychological wellbeing to give you the most appropriate support. The services we can offer you will be limited to the scope of the information you provide us with.

### What information is being collected

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

#### Categories of personal data:

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

#### Special categories of data:

- Health and Medical
- Ethnicity
- Criminal 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 we have a legitimate interest in promoting good health in the workplace under our duty of care as an employer, and providing support as an emergency service in high level and traumatic incidents. Data is processed within the safeguards that our practitioners are accredited and the service is delivered under the BCAPs Ethical Framework for Good Practice.

This is covered under the Data Protection laws below:

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

- processing is necessary for the purposes of the legitimate interests pursued by the controller.
  - With reference to Health & Safety at Work Act 1974

And the processing your special categories of data as

- 1) part of our obligations under equal opportunities and
- 2) necessary for the provision of our counselling service within the safeguards of the confidentiality agreement and professional accreditation,

is covered under the Data Protection laws below:

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

- 9 - Processing is necessary for reasons of substantial public interest which is proportionate to the aim pursued and which contains appropriate safeguards.
  - With reference to Data Protection Act 2018: Ch 2, part 2, 10 and sch 1, part 2,
    - (8) – Equal opportunities, and
    - (17) – Confidential Counselling
- 10 - 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: Ch 2, part 2, 10 and sch 1, part2, 17 (Confidential Counselling)

## How we collect the information about you

We collect your data directly from you.

## Who we share your information with

Being a confidential service we will only share your information internally within the counselling team except for the following circumstances. The work place therapy assessment will be shared internally and externally but it is anonymised data for statistical purposes only. If necessary we will share your information externally with the following, but we will **endeavour to seek your consent first**, in accordance with the terms of the counselling contract:

- Contractors - HML
- Local authority – GP, Health professionals

However we may have an ethical or legal duty to disclose your information without your consent with the following:

- Emergency services – Police
- Local authority – GP, Health professionals

### **How long we hold your information for**

We will hold your information for 7 years following the closure of your case, after which time they are destroyed.

### **Automated decision making**

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