

How we will use your information

Honour, Award or Special Achievement - Employee

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 are processing your information because you have been nominated for an award or commendation by a member of the LFB. This includes meritorious actions at operational incidents or outstanding performance and special achievements in the course of your duties.

What happens if I do not want my information collected?

If you do not want your information collected then we will discontinue the process at your request and your information submitted will be erased and we will not pursue your nomination for an award

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 we have a legitimate interest in recognising and awarding you for your bravery or service, and for the impact that your actions have had on our service and the public.

These are covered under the Data Protection law 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.

How we collect the information about you

We will collect data from the nominating employee using the LFB's nomination form. Where applicable we will also collect documentary evidence from external sources, e.g. press cuttings.

Who we share your data with

We will share your data internally. In the event of a public awards ceremony your information will be made available publicly. In the public interest we may share information with press and the media. Your information may also be available outside the United Kingdom.

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.