

## How we will use your information

### *Human Resources – Prospective 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:** HR Services

This notice relates to the following categories of data subject: Prospective Employees

### Why we are collecting your information

If you have registered online your interest as a Firefighter we collect your details to contact you when the recruitment round is open.

If you have applied for an LFB job online we collect your information for the purpose of assessing your suitability for the job you have applied for, for contacting you to progress your application, and to fulfil legal or regulatory requirements as an employer, for instance equal opportunities monitoring.

If you are shortlisted following the interview stage we will ask you for further information so that we can carry out pre-employment checks, for purposes that include proof of your identity, eligibility to work in the UK, any conflicts of interest that may affect your employment with the LFB, any unspent criminal records information, and for referees.

Prior to employment we will ask you to attend a medical review with our external occupational health advisors, Health Management (HML), who will give us a decision on your fitness to work, but we will not collect any health data from them.

The above information is required in order to enter into an employment contract with you.

### What information is being collected

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

#### Categories of personal data:

- Personal details
- ID Numbers
- Work details
- Financial details
- Education
- Narrative data

#### Special categories of data:

- Health and Medical
- Ethnicity
- Criminal data

### What happens if I do not want my information collected?

We require the information for the selection and recruitment process, and it might affect your application if you do not provide it. Progressing your application following a conditional offer cannot continue without the additional information we ask you for.

You are not required to share equalities and health information in order to progress your application but it will be required if you need additional assistance during the recruitment process. It is also required for processing of equalities data for statistical purposes which will be administered anonymously.

## 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 it is necessary for all purposes relating to entering into a contract with you and to manage our relationship with you lawfully and appropriately during the recruitment process.

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.

And the basis for processing your special categories of data is that we are required by law to monitor equalities and diversity, provide a fair and accessible recruitment process, and to make background checks regarding your suitability as an applicant.

This is covered under the Data Protection law below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 9 (2)(g) and Article 10]

- 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)
- 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, part 1, (1) - Employment

## How we collect the information about you

At the selection stage all the information we collect will have been provided by you. If selected we will collect data from the referees that you provide us and will make a check of your suitability for employment with the disclosure and barring service. For some jobs and roles it may be necessary to make additional background checks with other agencies. Certain job roles may require an interview to be audio or video recorded but we will make it clear that this is required and is happening.

## Who we share your data with

Our online recruitment process is provided by Lumesse who process your data, but they do not make any decisions on our behalf based on your data. We will share your data internally within the HR recruitment team, except when other LFB staff are on the interview panel, in which case they will only be given your name.

It may be necessary for specific posts to involve external organisations on the interview panel or at the assessment test, in which case they will only be provided with your name, and you will be informed of who they are.

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

If you are unsuccessful at any stage of the recruitment process we will keep your information for 1 year after which time it will be destroyed.

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

Interview notes, tests and assessments relating to the selection process will be retained for 3 years

### **Automated decision making**

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