

How we will use your information

Human Resources – Referee

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: [Employers & Businesses](#)

Why we are collecting your information

We have been given your information by someone know to you so that we can obtain a reference from you to support them in their job application.

What happens if I do not want my information collected?

If you do not want your information collected then we will ask the candidate for another referee and your details will not be kept.

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

Legal basis for the processing

This is covered under the Data Protection laws below

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

- We need the information to comply with a legal obligation.
 - Reference to: Employment Legislation

How we collect the information about you

We collect your information from the candidate who has given you as their referee.

Who we share your information with

We will only share your information internally within the HR recruitment team.

How long we hold your information for

If the candidate is appointed we will hold your personal details for the duration of their employment, and up to 7 years following the end of their employment, and then permanently as part of the LFB's historical archive.

Automated decision making

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