

How we will use your information

Learning Support

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: Talent & Recruitment

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

Why we are collecting your information

We are collecting your data in order to assess you for learning support at work including attendance on training and courses, and/or use the Government's Access to Work scheme in order to make reasonable adjustments in your work environment. The data will help us to provide you with the most suitable services, to help you undertake your development, duties and responsibilities at work. The information collected is used in our screening and diagnostic process.

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 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 data subjects included in this processing:

- Employee
- Agency staff
- Volunteering staff
- Apprentice

Categories of personal data:

- Personal details
- Work details
- Education

Special categories of personal data:

- Health & Medical

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 the Brigade has an obligation to make reasonable adjustments to prevent someone from being substantially disadvantaged in accessing work and training, to prevent discrimination in regard to disability and maintain equality of opportunity.

These are 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: Equality Act 2010*

And we collect your health data as part of our obligations under employment law.

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

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
 - With reference to Data Protection Act 2018: Ch 2, part 2, 10, and sch 1, pt1, (1)

How we collect the information about you

We will collect data directly from you.

Who we share your data with

Your information will be shared internally, and if necessary with a Chartered Occupational Psychologist who may be involved in the assessment process.

How long we hold your information for

Your information that is used to access training is held only until the service has been provided and is then deleted. The exception to this is in the case of being provided with reasonable adjustments. This information will be held on your electronic personal records file on our secured sharepoint system. We will hold your information for the duration of your employment.

Automated decision making

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