

How we will use your information

Learning Support – recruitment process

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: Prospective Employee

Why we are collecting your information

We are collecting your data in order to assess you for extra help in applying for a job with us. The data will enable us to provide you with the most suitable learning support services and/or make reasonable adjustments in order to give you equal access to the recruitment process. 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 any relevant aspects of your personal information is that we will not be able to give you the most appropriate support for your requirements.

If we ask you for personal information then there will be an impact or consequences of not providing us with that information. We will not be able to give you the most appropriate support, for example making physical changes to allow you access to the place where you are invited for an interview, as we can only offer you support to the extent of the information you provide us with. If your need is based on a neurodiverse condition (eg. dyslexia) we require you to provide us with a full psychological assessment before we can begin to offer our services.

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
- 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 our recruitment process, to prevent discrimination in regard to disability and maintain equality of opportunity.

These are covered under the Data Protection law 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 equal opportunities.

This is covered under the Data Protection law below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 9.1(g)]

- 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)

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.

How long we hold your information for

If you are not successful in the recruitment process then your information will be deleted.

Automated decision making

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