

Record of Processing Activities (ROPA) - Version 1

Business Area (PIN) Department/Function	Privacy Notice	Purpose of the processing	Processing Activity	Categories of data subject	How data is collected?	Categories of personal data (from list)	Special categories of data (from list)	GDPR Article 6 condition (lawful basis for processing personal data)	GDPR Article 9 condition (for processing special category data)	DPA 2018 Schedule 1 Condition (for processing special category data)	DPA 2018 Schedule 2 Exemption	Notes/Other relevant legislation	Main filing locations/systems	Retention of information	Is data shared internally?	External data processors	LFB Contract Register Number	Could information be available outside of UK?	LFB Lead Department	LFB Lead team	Last amended date
Business Administration	Compliments/complaints	We need to collect personal data in order to respond to feedback submitted on our website. The personal data provided on the feedback form has to be used as part of the process of investigating and responding to compliments or complaints. We will not be able to handle a complaint on an anonymous basis.	Send/receive complaint or compliment via website (online form) Complaint investigated (letters issue)	Members of public	We collect information directly from data subject.	Personal details Special Category data	Health and Medical Racial or ethnic origin	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment.	-	-	Access database; Locked cabinet; Office 365 (Outlook, OneDrive).	Up to 7 years.	Yes, information processed by following LFB employees/departments: Logging officer; Investigating officer; Complaints and Compliments officer; Line managers / Heads of Services informed as necessary; General Counsel's department.	Ombudsman and regulatory authorities	-	No	Central Operations	Operations Directorate Support Services	Dec-22
Business Administration	Health & Safety	We are collecting information relating to a work-related injury (traffic accident or environmental event, near miss, contamination, etc). We need to investigate all incidents in order establish the facts and to identify causes in order to prevent and reduce work-related injuries damage to appliances and equipment, damage to the environment and to ensure the public is not exposed to harm. The data will form part of our vital records including accident investigation reports our Accidents book, and the reporting of certain types of injuries to the Health & Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).	Notification of injury data (email, verbal) Investigation of injury event (accident investigation report completed, scientific advisor test and examination reports requested, image/video consent). Recording of injury data (entry on to database) Reporting of injury data to Health & Safety Executive (email, verbal)	LFB Employees and contractors Members of public	We collect information directly from data subject and in some cases (depending on whether data subject is an employee) from witnesses to the incident. This includes: LFB Occupational Health provider LFB Staff LFB Training provider Member of Public Other emergency services	ID Numbers Narrative data Personal details Special Category data Work details	Health and Medical	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject	Article 9 (2) (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by [F2domestic law] or a collective agreement pursuant to [F3to domestic law] providing for appropriate safeguards for the fundamental rights and the interests of the data subject Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject	Schedule 1, Part 1, Paragraph 1: Employment, social security and social protection. Schedule 1, Part 2, Paragraph 6: Statutory etc and government purposes.	-	Fire and Rescue Services Act 2004, Section 11: Power to respond to other eventualities Health and Safety at Work etc Act 1974 Social Security Act 1998	Office 365 (Outlook, OneDrive); SERD (Safety Event Recording Data System).	Health data will be kept for 40 years, under the Health & Safety Executive's record keeping legislation.	Yes, information processed by following LFB employees/departments: LAI/SAI Officers; Accident witnesses; Investigating officer; Safety Committee representative; Line manager/LFB Control room officers.	Healthcare, social and welfare organisations; Ombudsman and regulatory authorities; Providers of goods and services	S290: FOIT - Future Options for Training; 6010: Provision of Occupational Health Services.	No	Health and Safety	Health and Safety	Dec-22
Business Administration	Honours/Awards - employee	Processing of information if employee has been nominated for an award or commendation by a member of the LFB. This includes meritorious actions at operations incidents or outstanding performance and special achievements in the course of their duties.	Nomination for award/honour (online form PN640/supporting evidence) Agreement or rejection of nomination (meeting minutes, letter, invite, certificate) Award ceremony/public recognition (image consent)	LFB Employees and contractors	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.	Narrative data Personal details Work details	-	Article 6 (1) (f) processing is necessary for the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Employee Personal Record File (PDF); Honours boards; Office 365 (Outlook, OneDrive).	The duration of employment; Up to 7 years following the end of employment; Permanently as part of the LFB's historical archive.	Yes, in the course of nomination being officially recognised within the LFB and for the purposes of presenting data subject with an award. This will possibly include publishing the award on our internal website.	Local and central government; Other emergency services (Police, Ambulance etc); Press and the media.	-	Yes	Central Operations	Operations Directorate Support Services	Dec-22
Business Administration	Honours/Awards - MOP employee	Processing of information if member of public has been nominated for an award or commendation by a member of the LFB. This includes meritorious actions where we are required to review the nomination.	Nomination for award/honour (online form PN640/supporting evidence) Agreement or rejection of nomination (meeting minutes, letter, invite, certificate) Award ceremony/public recognition (image/video consent).	Members of public	We will collect data from the nominating employee using the LFB's nomination form. An LFB investigating officer will be assigned and may collect further data directly from data subject. Where applicable we will also collect documentary evidence from external sources, e.g. press cuttings.	Narrative data Personal details Work details	-	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Honours boards; Office 365 (Outlook, OneDrive).	Up to 7 years.	Yes, in the course of nomination being officially recognised within the LFB and for the purposes of presenting data subject with an award. This will possibly include publishing the award on our internal website.	Press and the media.	-	Yes	Central Operations	Operations Directorate Support Services	Dec-22
Business Administration	Events	We are collecting information for one of the following: An invitation to an LFB organised event, or to an event at which the LFB is a guest; We have received name as a guest of an event; Volunteers to support or represent the LFB at a public event. Information is used to send invites, tickets, event details, evaluation forms	LFB employee long service award ceremony (letter, invite, certificate, image consent) LFB public/private events (guestlist, invite, online ticket platform, image consent)	LFB Employees and contractors Members of public	We collect the information directly from data subject, or from LFB staff if data subject is their invited guest.	Personal details Personal features Special Category data	Health and Medical	Article 6 (1) (f) processing is necessary for the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to	Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment.	-	-	DM Electronic document management system (SharePoint); LFB website (internal and external); Office 365 (Outlook, OneDrive).	Duration of the event, unless an event is a repeated event in which case we will keep details so that we can send further invites. You can remove your details from invite lists at any time.	Yes	Press and the media; Providers of goods and services	-	No	Communications	Brand and Events	Dec-22

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		and photos after the event, and to enable access and participate in an event. We will use information to send repeat invitations to events that are held annually. With agreement we may also collect images to include in our internal and external publications, we will advise of this first.						particular where the data subject is a child.	safeguard the fundamental rights and the interests of the data subject.													
Business Administration	Museum	We collect information following contact with the museum so that we can send our newsletter, arrange a school visit, contact about requests to volunteer at museum events and manage object donations. If you are volunteering at an event we collect your information to contact you in case of a change or cancellation of an event, and when catering is provided to include your dietary requirements. If you are donating, selling or depositing and object to our collection then we will have to sign a contract with you for receiving and returning the object, and see a form of identification to confirm ownership of the object.	Museum donations/loans (contract, loan or object entry form) Visitor or subscriber to event/school visit (website form, mailing list) Museum volunteer agreement (website application form/ CV) volunteer work agreement/contract Museum visitor or LFB employee (image consent)	Members of public	We collect the information directly from data subject	Education ID Numbers Narrative data Personal details Work details		Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.					DIM Electronic document management system (SharePoint); Museum database; Office 365 (Outlook, OneDrive).	Subscriber: as long as you actively subscribe as a user. User can unsubscribe at any time via the newsletter (in which case details will be deleted). School visit: duration of facilitating the visit. Museum objects contracts will be kept until objects are returned to the owner. Volunteer CVs: Up to 7 years.	Yes			Communications	Stakeholder and Community Engagement	Dec-22		
Business Administration	Procurement	We are processing information in relation to our procurement of goods, services and works, so that we can: Contact data subject Administer contracts Request new tenders Purchase goods and services Order items via our Purchase Order Management System (POMS) Order, measure and deliver Personal Protective Equipment (PPE) and undress uniforms	Notification of uniform request (email, POMS) Request processed (recorded on POMS) Information provided to tailoring service (email)	LFB Employees and contractors Members of public	We collect the information directly from data subject	Personal details Personal features Work details		Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract					Electronic document management system (SharePoint); National Uniform Management System (NUMS); Purchase Order Management System; Office 365 (Outlook, OneDrive).	7 years from end of contract or purchase	Yes	Providers of goods and services	This link to published information, details all current LFB contracts	Yes	Procurement and Commercial	Procurement Management	Dec-22	
Communications	Communicating with you	Provide newsletters and information about our services	Live incidents (social media posts) Promotional stories articles (website, shout publication) Campaigns (prevention and protection)	LFB Employees and contractors Members of public	We collect the information directly from data subject	Narrative data Personal details Work details		Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.					DIM Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	Subscriber (to online services): as long as you actively subscribe as a user. User can unsubscribe at any time via our subscription email (or request details are amended or deleted). We may keep your data longer if we need to retain it for legal reasons.	Yes	Local and central government; Ombudsman and regulatory authorities Press and the media; Providers of goods and services.		Yes	Communications	News, Digital and Internal Comms	Dec-22	
Communications	Communicating with you	Communicate when data subject visits our website, phones or email us, for purposes including the following: - answer enquiries - signing up for campaigns, events, workshops and other LFB initiatives - arrange to visit data subject/your school - send news - offer fire safety advice - respond to Freedom of Information / Press Office / LFB brand / Sustainability information requests - contact regarding firefighting recruitment rounds	Journalist queries Station open days Requests for information (legislative (FOI), recruitment, fire safety) Request for incident reports	LFB Employees and contractors Members of public	We collect the information directly from data subject.	Personal details Personal features Special Category data	Racial or ethnic origin	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of (EU domestic law) which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment.			DIM Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	Subscriber (to online services): as long as you actively subscribe as a user. User can unsubscribe at any time via our subscription email (or request details are amended or deleted). We may keep your data longer if we need to retain it for legal reasons.	Yes	Partner agencies and approved organisations; Providers of good and services.	When you sign up online to our services, campaigns or newsletter we use the secure Mailchimp marketing platform to assist us in keeping in contact with you by email, for instance when our Firefighter recruitment round is open, or about send you information about other LFB services and campaigns via Facebook. This will only affect you if you are already a Facebook user.		No	Communications	News, Digital and Internal Comms	Dec-22
Emergency Response	Emergency Response	To deliver our services effectively, we may need to collect and process personal data about you. Personal data can be collected particularly for firefighting and emergency services which includes managing responses to fire, road traffic collisions, floods, trapped-in-lift releases, and other emergencies such as those involving hazardous materials or major transport accidents. We not only manage the direct effects of the emergency itself (e.g. fighting fires, rescuing individuals) but also the indirect effects (e.g. disruption, media interest). Our work requires assessing risks, working to	We will collect information about people involved in an incident such as name, address and date of birth. We may collect medical information to support the ambulance service in providing care to you. During a response to an incident, information may be passed to partner agencies that are also in response. The information gathered is used to manage our performance and report to the Government and auditors. If a fire investigation has taken place the information could be shared with the police, health agencies and safety executive or coroner. We may be required to share some information regarding meeting attendance, training and exercising to regulators, the government or to courts of law.	Members of public	We collect the information directly from data subject. Some may be collected automatically by our incident management system such as the phone number data subject is calling from and the location.	Narrative data Personal details Personal features Special Category data	Health and Medical Racial or ethnic origin	Article 6 (1) (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person. Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of (EU domestic law) which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 6: Statutory etc and government purposes.	Schedule 2, Part 1, Paragraph 2: Crime and taxation: general	Fire and Rescue Services Act 2004, Section 7: Fire-fighting; Fire and Rescue Services Act 2004, Section 8: Road traffic accidents; Fire and Rescue Services Act 2004, Section 9: Emergencies.	Records archive (paper); Electronic document management system (SharePoint); Incident Management System; Office 365 (Outlook, OneDrive); Vision (BOSS).	We will retain personal information for as long as it is necessary to fulfil the purposes we collected it for. This period will include our needs to satisfy any legal, accounting, or reporting requirements. We have a Records Retention Strategy which describes how long we keep information for. We may retain information about you beyond the time when it is necessary of the purpose we collected it for, if	Yes	Healthcare, social and welfare organisations; Law enforcement and prosecuting authorities; Local and central government; Ombudsmen and regulatory authorities; Other emergency services (Police, Ambulance etc); Press and the media; Professional advisers and consultants; Professional bodies; Providers of goods and services; Voluntary and charitable organisations.		No	London Fire Commissioner	Directorate of Preparedness and Response	Dec-22	

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		reduce the likelihood or impact of those risks and, where risk can't be eliminated, preparing arrangements to respond, recover and learn from emergencies.												that information is necessary for research and statistics or if the information should become part of our records archive serving the public interest.							
Emergency Response	London Resilience Group	We process your data to help us comply with our statutory duties under the Civil Contingencies Act (2004). Coordinating development of multi-agency capabilities Providing the secretariat for the London Resilience Forum, the London Resilience Programme Board and a number of other meetings Provide a liaison point between London responders, the Mayor of London and central government, other Local Resilience Forum areas and internationally Ensure consistency in the development and maintenance of London's plans Promote preparedness and awareness of risks Provide 24/7 point of contact for the Partnership Coordinate the development of situational awareness Provide strategic advice on London's plans to the Mayor of London and senior officers Provide the secretariat for the Strategic Coordination Group when responding to disruptive events	Share information with other responding organisations Warn, inform and advise if an emergency takes place and make the public aware of arrangements that are being made Promote business continuity management in the local business community and voluntary groups	Agencies, partners and stakeholders Private Sector Public Sector Emergency Services Local Authorities NHS Utility and Transport providers	Most information is collected from key contacts. This allows LRG to make contact on a business as usual basis but also following an incident.	Name, role, organisation Contact numbers Work address Email address	Racial or ethnic origin	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject Article 6 (1) (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Article 9 (2) (e) processing relates to personal data which are manifestly made public by the data subject	Schedule 1, Part 2, Paragraph 32: Personal data in the public domain	Schedule 2, Part 1, Paragraph 2: Crime and taxation: general	Civil Contingencies Act (2004)	Electronic document management Resilience Direct E-mail Directories	We will hold the information for as long as necessary to fulfil the reason for the collection of the data. Contact information of the agency representative will be retained until the subject is no longer a member.	Yes	Central Government Local Government Health sector Voluntary sector wider Public sector and infrastructure	-	No	London Resilience Group	Operational Resilience & Special Operations	Dec-22
Employment	Application for Academic Sponsorship	Supervision of your attendance on the Sponsorship scheme To be eligible for academic sponsorship, you will have to meet certain criteria. Personal data will be collected from you and a decision will be made based on the information provided. Ongoing administration and management of your sponsorship (if you wish to extend your studies beyond the initial application)	Application for sponsorship Processing of financial reimbursement Form sent to T&R mailbox for approval (sponsorship mailbox) Process T & R evaluation form and attendance and absence form	Employees	Data is collected directly from the individual.	Personal details Work details Financial details	-	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	-	-	-	General Data Protection Regulation (EU) 2016/679 reference to Article 6.1(b)	Hotwire SARIS PDR	Information will be held during your employment, for up to 7 years after the end of your employment and permanently in LFB historical archives.	Yes	-	-	No	Development and Training	Development and Training	Dec-22
Employment	Career Break	We need to collect your personal data because in order to be eligible for the Career Break scheme, you will have to meet certain eligibility criteria. The information you provide us will be assessed against these criteria.	PDR	Employees	Information is collected directly from the individual.	Personal details Work details Narrative data	-	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	-	-	-	-	PDR	Information will be held during your employment, for up to 7 years after the end of your employment and permanently in LFB historical archives.	Yes, information is shared internally	-	-	No	Central Operations	Operations Directorate Support Services	Dec-22
Employment	Counselling & Trauma intervention	Counselling and Wellbeing We are collecting your information because you have requested or have been referred to our counselling service. We need to contact you to arrange meetings, and then gather information to assist us in our counselling sessions, support and intervention. We will record in note form any information that you share with us that is our relevant to our counselling service. Post Critical Incident Contact If you have been involved in an operational 'critical incident', we will collect your information from the LFB in order to contact you after the event to offer information and advice.	Application Case file Counselling sessions Outcomes questionnaire Workplace Therapy Assessment (shared internally/externally and anonymised)	Employees	Information is collected directly from the individual.	Personal details Personal features Work details Financial details Narrative data	Health & Medical Ethnicity Criminal data	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child Article 10: processing of personal data relating to criminal convictions and offences	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of (EU domestic law) which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 1, Paragraph 1: Employment, social security and social protection Schedule 1, Part 2, Paragraph 17: Counselling	-	Health and Safety at Work Act 1974 BCAPS Ethical framework for Good Practice	Cyborg ACS database (Aztec) Locked cabinet	Your information is held for up to 7 years following the closure of your case after which time they will be destroyed.	Yes, internally with the Counselling team	Shared externally with consent: Contractors - HML Local Authority - GP, Health Professionals May have an ethical/legal duty to inform the following: Emergency Services/Police Local Authority - GP, Health Professionals	-	No	People Services	Counselling and Trauma Services	Dec-22
Employment	Firefighters Pension Scheme	We are collecting your information for the administration of your membership to the pension scheme. If necessary, we will also collect health data in order to assess your eligibility for benefits payable on ill-health, or information about a criminal conviction where this may result in pension forfeiture.	Provide pension provider with financial, family (next-of-kin) and health data (for pension administration purpose). Consent request.	Employee Customer (Beneficiary)	We collect information directly from the data subject.	Personal details ID numbers Work details Financial details	Health and Medical Criminal data	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject	Article 9 (2) (b) processing is necessary for the performance of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by (EU domestic law) or a collective agreement pursuant (EU domestic law) providing for appropriate safeguards for the	Chapter 2, Part 2, 10 and Schedule 1, Part 1 (1) - Employment	-	-	Local Pensions Partnership (LPP)	We will hold your information for such period as you (or any beneficiary who receives benefits after your death) are entitled to benefits from the Scheme and for a period of 12 years after those benefits stop being paid.	Yes, information is shared internally	Local Pensions Partnership (LPP)	-	No	Finance Services	Payroll and Exchequer Services	Dec-22

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Employment	HR	Recruitment, placement, retention and end of contract Performance, development, skills and training Making decisions about your continued employment and engagement Attendance, sickness and fitness for work Salary, pension and expenses Equalities and diversity monitoring Health and safety Fraud prevention Premises access and security Deployment and transfers Changes of job role including promotion and secondments Occupational Health assessments Learning support Maternity/ paternity related and special leave Allowances (childcare, kit, standby, overtime) Gathering evidence for grievance or disciplinary matters Appeals and dispute resolution Enhanced security checks Schemes and initiatives (e.g. Ride to Work scheme, childcare vouchers) Outside employment Pre-arranged overtime Expenses and loans Lone working protection	Manual forms/correspondences that are scanned onto your personal records file (ePRF). Depending on your start date some of these forms are now only electronically submitted. Pension agreement (signed statement) Emergency / next-of-kin contact details Photo taken for your ID card Equalities and Diversity monitoring questionnaire Disclosure & Barring Service (DBS) check / Government security checks specific to role Written correspondence to your home address (e.g. recruitment, redeployment, secondment, transfer, redundancy, retirement) Contractual documents Sickness certificates Occupational Health letters Exam results / qualification certificates Discipline and Grievance documents (Statements from witnesses, emails and other communications, hearing notes, Outcome letter, Appeal paperwork) Flexible working application End of Employment Written correspondence (termination letters, benefits entitlements, expenses reimbursements) Leavers questionnaire Exit interview Pension appeals (Internal Dispute Resolution Procedure) – written application Electronic forms Most application forms are submitted to line manager/Heads of Services for agreement, before sent to HR ePRF – you have access to update your details if they change (Personal details; Emergency contacts; Bank details, Equalities questionnaire) Job vacancies – online application form sent direct to Recruitment team Leavers Notification of Intention to Leave form - notifies HR / line manager by email Performance Review and Development System (PRDS) Personal development records Personal Qualities and Attributes (PQAs) Review meeting notes Finances/Benefits Loans and Expenses Payslips / P60 / P11D processed electronically Childcare allowance registration form Salary sacrifice agreement form (used for Ride to Work and Childcare Vouchers schemes) Lease car Vehicle Insurance Attendance Leave applications Overtime GP / Hospital sickness certificates Individual contract record (ICR) – to record on STARS contact with you while you are off sick. Self-certification of sickness form- emailed form generated by STARS, submitted to line manager Special leave - line manager approval, form F308 sent to HR to enter on STARS and scan to ePRF. Pre-arranged overtime - Establishment & Performance Team (EPT) phone your personal contact number obtained from STARS Operational Staff moves Transfers - transfer request form FFD) – Trainee Personal Summary form Training & Development Course attendance (on Individual Training Record (ITR) Qualifications (on ITR via STARS) Development records (on Personal development Records System (PDR)) Request a course - apply on your Big Learning account (LFBs training website) Security Photo ID / pass (digital photo taken at commencement of contract) Disputes and appeals Discipline and Grievance - Electronic case file set up, written warnings	LFB Employees and contractors	Most of our information comes directly from you, but some may come from other internal sources, such as your line manager. In some cases your information will be collected from external sources, such as for obtaining references, security clearance and medical report outcomes. If you change your role we may 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.	Education Financial details ID Numbers Narrative data Personal details Personal features Special Category data Work details	Health and Medical Political opinions Racial or ethnic origin Religious or philosophical beliefs	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 (1) (f) processing is necessary for the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. Article 9 (2) (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of [F5domestic law] or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3.	Article 9 (2) (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by [F2domestic law] or a collective agreement pursuant to [F3to domestic law] providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. Article 9 (2) (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of [F5domestic law] or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3.	Schedule 1, Part 1, Paragraph 1: Employment, social security and social protection. Schedule 1, Part 1, Paragraph 2: Health or social care purposes. Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment.	Schedule 2, Part 1, Paragraph 2: Crime and taxation: general.	Employment Legislation	Electronic document management system (SharePoint); Establishment Management System (EMS) LFB Diary; Office 365 (Outlook, OneDrive) Performance Review and Development Records (PRDS) Personal Development Record (PDR) Pool Car Fleet Management System (PCFMS) Staff Attendance Recording System (SARS)	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. Occupational health data will be kept for at least 40 years, in accordance with the Health & Safety Executive's record keeping legislation. Retention of non-statutory records will be kept for up to 7 years for legal purposes.	Yes. Internal data flows typically start with your immediate Line Management, and is further processed by the relevant internal department. Approval of applications may be sent up to Head of Service level. Performance, Development, Skills and Training PDR - Meetings with line management or assessor signed off by senior management - Development activities, competencies and recognised prior learning recorded manually on your Personal development Records System Personal Qualities attributes (PQAs) Qualifications (on ITR) Driving skills attributes – email to EPT to update your skills are updated on STARS Salary, pensions and expenses Electronic expenses forms approved by line management, once approved received by Finance Attendance Leave application* approved by line management, and creates entry onto STARS Sickness records – you phone your line manager; they manually enter sickness type/comments onto STARS Sickness certificates – sent by internal post to Document Management and scanned to your ePRF Pre-arranged overtime – EPT phones your private mobile, enters agreed shift onto STARS, Standby module and Roll Call Operational staff moves Transfers/postings - Management of staff moves is on Establishment Management System (EMS). Process involves EPT and managers at new / base station Transfers - EPT phone you when a position is available. Email with your move details is sent to you, and to internal mailboxes Management sent end of trainee course electronic report. EPT manage the posting as above. Leavers – Exit interview involves line manager / HR / Strategy & Inclusion Correspondence to/from Referees asking for a reference Telephone contact with named emergency contacts Job vacancies - Application form supplied Financial Benefits External Schemes* – apply on external websites (Ride to Work, Childcare vouchers) Training – data shared with Babcock Course waiting list - Babcock see your application for allocation purposes Babcock allocate staff to training courses using STARS. Babcock result course on LMS which updates attendance and skill onto STARS and your Individual Training Record (ITR). Occupational Health – data shared with Health Management Ltd Routine Period Medical (RPM) questionnaire* - you fill this in for HML prior to your RPM LFB requests for health information (with your consent) ID access card – photo taken by HR, photo/name sent to provider for card processing Transfers – when a transfer is processed Uniform Supplier is emailed with your new posting. Discipline and Grievance Email / written correspondence with: Trade Union if you are a member ; Witnesses involved in your case. End of contract Pensions providers – corresponding with London Pensions Fund Authority (LPHA) and Local Pension Partnership (LPP).	Information is shared with external sources to comply with legal or contractual requirements in the management of your employment including the following: Contractors & Suppliers Government agencies Emergency services Auditors, Regulators & Elected Representatives Employers & Businesses Legal Services.	6666: Aetac Application Support 6116: Childcare Vouchers 6010: Provision of Contractors & Suppliers 6000: Provision of Government agencies 6000: Emergency services 5986: Moore Stephens Application Support 5950: E-Recruitment system 5885: Provision of PPE 5290: FOHT - Future Options for Training	No	People Services	Employee Lifecycle	Dec-22

Business Area (PIN) Department/Function	Privacy Notice	Purpose of the processing	Processing Activity	Categories of data subject	How data is collected?	Categories of personal data (from list)	Special categories of data (from list)	GDPR Article 6 condition (lawful basis for processing personal data)	GDPR Article 9 condition (for processing special category data)	DPA 2018 Schedule 1 Condition (for processing special category data)	DPA 2018 Schedule 2 Exemption	Notes/Other relevant legislation	Main filing locations/systems	Retention of information	Is data shared internally?	External data processors	LFB Contract Register Number	Could information be available outside of UK?	LFB Lead Department	LFB Lead team	Last amended date
Employment	HR - Prospective employee	If you have registered your interest to be a Firefighter online, 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 applied for, for contacting you to progress your application and to fulfil legal and regulatory requirements as an employer. Following the interview if you are shortlisted, we will collect information for pre-employment checks - Proof of your identity Eligibility to work in the UK Conflicts of interest that may affect your employment Unspent criminal records References Medical checks with occupational health The above information is required to enter into an employment contract with you.	LFB website recruitment (online application) Application selection Pre-recruitment checks Written references DBS Contract/Letter	Prospective employee	Information is collated at the selection stage, which has been provided by the prospective employee	Personal details ID numbers Work details Financial details Education Narrative data	Health and Medical Ethnicity Criminal data	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F]domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 1, Paragraph 1: Employment, social security and social protection. Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment.	-	General Data Protection Regulation (EU) 2016/679	ePRF Cyborg StARS	Your information is retained for 1 year after which it is 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 part of LFB's historical archive. Interviews and assessments, etc relating to the selection will be retained for up to 3 years.	Yes, internally with HR recruitment team	Lumesse Specific posts with external organisations on interview panel or assessment	-	No	HR	HR Services	Dec-22
Employment	HR - Referee	We have been given your information by someone known to you so that we can obtain a reference from you to support them in their job application	LFB website recruitment (online application)	Employers & Businesses	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.	Personal details Work details	-	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject	-	-	Schedule 2, Part 1, Paragraph 2: Personal Data	-	ePRF Cyborg StARS	Personal details are held for the duration of the employment and up to 7 years after the end of employment and then permanently as part of LFB's historical archive	Yes, internally with HR recruitment team	-	-	No	People Services	Employee Advice and Insights	Dec-22
Employment	Learning Support - employees	In order to access you for learning support at work including attendance at training and courses and/or the use of the Governments Access to Work scheme in order to make reasonable adjustments in your work environment. Data will help us provide you with the most suitable services. Information is used in our screening and diagnostic process.	Request for support (email or direct), Online screening/psychological assessment (access to equalities/reasonable adjustments), Meeting with employee Training arranged (personal development record), POMS order for equipment.	LFB Employees and contractors	We collect the information directly from data subject.	Education/Narrative data Personal details Special Category data	Health and Medical	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject.	Article 9 (2) (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by [F]domestic law or a collective agreement pursuant to [F]domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.	Schedule 1, Part 1, Paragraph 1: Employment, social security and social protection	-	Equality Act 2010	Electronic document management system (SharePoint), ePRF, Office 365 (Outlook, OneDrive)	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.	Yes	Healthcare, social and welfare organisations, Providers of goods and services	-	No	People Services	Learning Support and Resilience	Dec-22
Employment	Learning Support - recruitment	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.	Online screening form Psychological assessment POMS order SharePoint ePRF	Prospective employee	Information is collected directly from the individual.	Personal details Work details Education	Health & Medical	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject	Article 9 (2) (g) processing is necessary for reasons of substantial public interest which is proportionate to the aim pursued and which contains appropriate safeguards.	Chapter 2, Part 2, 10 and Schedule 1, Part 2 (8)	-	-	SharePoint ePRF Babcock PDR POMS	If you are not successful in the recruitment process, then your information will be deleted.	Yes, information is shared internally	Chartered Occupational Psychologists if necessary	-	No	People Services	Recruitment and Resourcing	Dec-22
Employment	Outside Employment	In order to process your outside employment application.	Application submitted (form 5892) Confirm employment details (email/letter) Application agreed (ePRF) Details reviewed every two years.	LFB Employees and contractors	We collect the information directly from data subject.	Narrative data Personal details Work details	-	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	-	-	-	-	Electronic document management system (SharePoint); ePRF; Office 365 (Outlook, OneDrive).	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.	Yes	If your external employment is with another Fire Rescue Service we will share your work contact details with the employer.	-	No	Central Operations	Operations Directorate Support Services	Dec-22
Fire safety and protection	Fire Safety regulations	We collect your information in order for the following reasons: Data subject has contacted us regarding an alleged fire risk; To protect people at risk of fires; To visit premises to investigate a fire risk concern; To enforce Fire Safety laws including issuing restriction, prohibition and enforcement notices;	Notification of alleged fire risk (email, phone call) Building visit (fire safety and incident witness statements) Regulation breach (enforcement notices issued).	LFB Employees and contractors Members of public	We collect the information directly from data subject. Some may be collected from other sources including witness statements, and from LFB fire investigation reports.	Narrative data Personal details Special Category data Work details	Criminal offence data	Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F]domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific	Schedule 1, Part 2, Paragraph 6: Statutory etc and government purposes.	Schedule 2, Part 1, Paragraph 2: Crime and taxation: general	The Regulatory Reform (Fire Safety) Order 2005	Electronic document management system (SharePoint); ePRF; Incidents Management System; Office 365 (Outlook, OneDrive).	We will hold the information for as long as is necessary, and permanently as part of the LFB's historical archive.	Yes	Healthcare, social and welfare organisations; Law enforcement and prosecuting authorities; Local and central government; Ombudsmen and regulatory authorities; Other emergency services (Police, Ambulance etc); Press and the media.	-	No	Prevention and Protection	FSR Management Group	Dec-22

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		To gather evidence for a potential prosecution.							measures to safeguard the fundamental rights and the interests of the data subject. Article 10: processing of personal data relating to criminal convictions and offences												
Fire safety and protection	Home fire safety and wellbeing	We may visit you, in your home or the place where you live, for a range of reasons, these include: Responding to an emergency; Visiting to give you advice about fire or other safety related issues; To check that the fire safety regulations are being complied with; To provide the best emergency response and prevention advice; To help understand who is most in need of help; To measure how effective are our services; To monitor our compliance with our legal obligations.	Request of home fire safety visit (HFSV) submitted through website or by phone Referral received from other emergency service or local authority HFSV booked (email, phone call) Visit takes place (indemnity form signed, personal data about member of public collected) Information recorded on HFSV database.	Members of public	We collect the information directly from data subject. Some may be collected from those that provide data subject with support or care, or from those who know about your lifestyle (for example others who live in the same property as data subject).	Financial details Narrative data Personal details Personal Features Special Category data Work details	Health and Medical Racial or ethnic origin	Article 6 (1) (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person. Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 6: Statutory etc. and government purposes.	-	Fire and Rescue Services Act 2004, Section 5A: Powers of certain fire and rescue authorities Fire and Rescue Services Act 2004, Section 7: Fire-fighting; Fire and Rescue Services Act 2004, Section 8: Road traffic accidents; Fire and Rescue Services Act 2004, Section 9: Emergencies.	Electronic document management system (SharePoint); HFSV database; Person at risk form; Office 365 (Outlook, OneDrive).	We hold information about home fire safety visits for 10 years. After this time, we will remove information about the person we visited, but we retain the information about our activity (for example when we visited and which staff carried out the work).	Yes	Healthcare, social and welfare organisations; Local and central government; Other emergency services (Police, Ambulance etc).	-	No	Prevention and Protection	FSR Management Group	Dec-22
Legal	Litigation	Enforce or defend any legal claims made by, against or otherwise involving data subject. We will use information to contact data subject for the administration of the claim, including court documents and third party correspondence.	Initial claim received (correspondence by letter, email, complaint form on website or phone call); Claimant (data subject) advised to contact LFB Solicitor; Claim set up; Claim evidence gathered (interviews, correspondence); Legal advice provided (LFB or private solicitor, letter or email).	LFB Employees and contractors Members of public	We collect the information directly from data subject, internally from HR records, or other internal sources. We will also collect information from external sources including: References External professionals Medical records Previous employers Current employers	Financial details ID Numbers Narrative data Personal details Special Category data Work details	Criminal offence data Health and Medical	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Article 10: Processing of personal data relating to criminal convictions and offences.	Schedule 1, Part 2, Paragraph 33: Legal claims.	-	-	Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	We will only retain personal information for as long as it is necessary to fulfil the purposes we collected it for. This period will include our needs to satisfying any legal, regulatory, tax or accounting requirements.	Yes	Law enforcement and prosecuting authorities; Legal advisors; Local and central government agencies (including law courts); Ombudsmen and regulatory authorities; Providers of goods and services.	-	No	General Counsel's Department	Employment & Litigation	Dec-22
Legal	Personal Injury Claim - Employee	Investigate and respond to the claim and LFB member of staff has made against the LFB that they suffered an injury as the result of LFB intervention or negligence.	Claim against LFB (correspondence by letter, email, complaint form on website or phone call); Claimant (data subject) advised to contact LFB Solicitor; Claim set up; Claim evidence gathered (interviews, correspondence); Legal advice provided (LFB or private solicitor, letter or email).	LFB Employees and contractors	We collect the information directly from data subject. We may also collect health data relating to your injury from the Occupational Health service, and our solicitor.	Narrative data Personal details Special Category data Work details	Health and Medical	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.	-	-	Health and Safety at Work etc Act 1974	Electronic document management system (SharePoint); Locked cabinet; Office 365 (Outlook, OneDrive); SERD (Safety Event Recording Data System); Staff Attendance Rotabook (StARS).	The duration of employment; Up to 7 years following the end of employment; Permanently as part of the LFB's historical archive. Health data will be kept for 40 years, under the Health & Safety Executive's record keeping legislation.	Yes	Insurers; Legal advisors; Ombudsmen and regulatory authorities.	6010: Provision of Occupational Health Services.	No	Central Operations	Operations Directorate Support Services	Dec-22
Legal	Personal Injury Claim - MOP	Investigate and respond to the claim a member of the public has made against the LFB that they suffered an injury as the result of LFB intervention or negligence.	Claim against LFB (correspondence by letter, email, complaint form on website or phone call); Claimant (data subject) advised to contact LFB Solicitor; Claim set up; Claim evidence gathered (interviews, correspondence); Legal advice provided (LFB or private solicitor, letter or email).	Members of public	We collect the information directly from data subject. We may also collect health data relating to your injury from our solicitor.	Narrative data Personal details Special Category data	Health and Medical	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.	-	-	-	Electronic document management system (SharePoint); Locked cabinet; Office 365 (Outlook, OneDrive).	Up to 7 years following the end of the claim.	Yes	Insurers; Legal advisors; Ombudsmen and regulatory authorities.	-	No	Central Operations	Operations Directorate Support Services	Dec-22
Legal	Property damage	Investigate and respond to the claim have made against the LFB that your property incurred damage or loss during the course of LFB duties, e.g. when responding to an emergency call or undertaking a home visit	Initial claim received (correspondence by letter, email, complaint form on website or phone call); Standard response letter issued; Claim investigated (interviews, correspondence); Legal advice sought if required (solicitor); Claims result provided to data subject (email, letter).	Members of public	We collect the information directly from data subject. Some may be collected from other sources including witness statements from LFB employees.	Narrative data Personal details	-	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Locked cabinet; Office 365 (Outlook, OneDrive).	Up to 7 years following the end of the claim.	Yes	Legal advisors; Ombudsmen and regulatory authorities.	-	No	Central Operations	Operations Directorate Support Services	Dec-22
Legal	Third Party Claim	Seeking to recover the cost of expenses (sick pay) from third party insurance company. This will require collecting personal data relating to absence from work and sharing it with the insurance company in order to pursue the claim.	Absence report accessed (Staff Attendance Rotabook- StARS); Claim evidence gathered (interviews, health records, employee records); Legal advice sought if required (solicitor); Response provided to insurance company.	LFB Employees and contractors	We collect the information directly from data subject. We may also collect health data relating to your injury from the Occupational Health service.	Financial details Personal details Special Category data Work details	Health and Medical	Article 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject	Article 9 (2) (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.	-	-	Health and Safety at Work etc Act 1974	Electronic document management system (SharePoint); Locked cabinet; Office 365 (Outlook, OneDrive); SERD (Safety Event Recording Data System); Staff Attendance Rotabook (StARS).	The duration of employment; Up to 7 years following the end of employment; Permanently as part of the LFB's historical archive.	Yes	Insurers; Legal advisors; Ombudsmen and regulatory authorities.	6010: Provision of Occupational Health Services.	No	Central Operations	Operations Directorate Support Services	Dec-22

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								prior to entering into a contract.						Health data will be kept for 40 years, under the Health & Safety Executive's record keeping legislation.							
Media	Photography, video and other media	We use photographs, images, recording and other media for a range of activities. These include: Promoting safety and wellbeing advice to the public Training our staff Training other organisations we work with Promotional activities to publicise the work of the LFB and its services Capturing live operational incidents Create a permanent historical archive Materials used in printed publications, in news articles, in videos and presentations, on social media and websites and on posters, billboards and other advertising.	Media collection at public events (photo, video, audio recording); Media collection for website, posters, leaflets, training videos, news, publications, museum, Archiving.	LFB Employees and contractors Members of public	We collect the information directly from data subject. If data subject is a child (under 16) then the information may come from a parent, guardian or other responsible adult.	Narrative data Personal details Personal features	-	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	As long as it remains relevant to the event, then; Permanently as part of the LFB's historical archive.	Yes	Press and the media; Providers of goods and services.	-	Yes	Communications	News, Digital and Internal Comms	Dec-22
Security	Security	CCTV systems in some of our premises entrances used by staff and members of the public so that we can keep our people and resources safe, and to prevent and detect crime. When you visit our premises we will need you to sign in and out, and at our headquarters we will issue you with an identity pass.	Assist in the prevention and detection of crime; Assist with the identification, apprehension and prosecution of offenders; Monitor security of Brigade buildings; Record interviews; Cameras will be installed on pumping appliances to record during a road traffic collision involving that particular appliance. Images for security pass; Swipe data recorded for health and safety.	LFB Employees and contractors Members of public	We collect your information from CCTV recordings, and you will be informed at the time using clear signage. If you are visiting our premises then we collect your information directly from you or from your representative if you are visiting as a group.	Narrative data Personal details Personal features Special Category data	Criminal offence data Health and Medical Racial or ethnic origin	Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 10: Preventing or detecting unlawful acts.	Schedule 2, Part 1, Paragraph 2: Crime and taxation: general	-	CCTV systems; Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	We will hold the information for as long as is necessary, to meet the purposes of the recording. Once there is no reason to retain the recorded images, they will be deleted, after 30 days. On occasion, the images may be retained for a longer period, where a law enforcement body is investigating a crime, to give them opportunity to view the images as part of an active investigation.	Yes	Law enforcement and prosecuting authorities; Legal advisors, Local and central government agencies (including law courts); Providers of goods and services.	-	No	Property and TSS	Property access and workplace	Dec-22
Youth Activities	Cadet Application	To contact you for an interview To make sure you are suitable for the programme Provide you with properly fitting protective clothing and safety equipment Contact an appropriate adult in case of an emergency or in the event that you become unwell Provide appropriate food/refreshments Invite you to and enrol you on other Cadet events, or offer you other LFB youth activities	LFB website recruitment (online application) Application selection Letter of confirmation/rejection Notification of uniform request (email, POMS) Request processed (recorded on POMS)	Members of public	We collect the information directly from data subject.	Education Narrative data Personal details Personal features Special Category data	Health and Medical Racial or ethnic origin	Article 6 (1) (e) processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law] which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 6: Statutory etc and government purposes; Schedule 1, Part 2, Paragraph 8: Equality of opportunity or treatment; Schedule 1, Part 2, Paragraph 18: Safeguarding of children and of individuals at risk.	-	Fire and Rescue Services Act 2004, Section 6: Fire safety.	Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	We hold your information for the year in which you are involved in the programme, and then hold it until you become 18 years old, in line with our retention policy.	Yes Your information will be shared internally in the Cadet team, and if appropriate with other LFB youth schemes.	-	No	Prevention and Protection	Fire Cadets	Dec-22	
Youth Activities	Cadet referee	You have provided a supporting statement for a cadet application. Have given your agreement for the application.	Statement provided to support cadet application; Consent recorded.	Members of public	We collect the information directly from data subject.	Personal details Work details	-	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	We hold your information for the year in which the Cadet is involved in the programme.	Yes Your information will be shared internally in the Cadet team.	-	No	Prevention and Protection	Fire Cadets	Dec-22	
Youth Activities	Cadet Volunteer instructor	We will need your contact details and to assess your suitability for the role We are also legally required to have a record of your enhanced DBS check	Application submitted Pre-recruitment checks DBS Contract/Letter	LFB Employees and contractors Members of public	We collect the information directly from data subject.	Personal details Personal features	-	Article 6 (1) (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	-	-	-	-	Electronic document management system (SharePoint); Office 365 (Outlook, OneDrive).	We hold your information for the year in which you are involved in the programme.	Yes Your information will be shared internally in the Cadet team.	-	No	Prevention and Protection	Fire Cadets	Dec-22	
Youth Activities	FIS (Firefighters Intervention Scheme) Parent/Carer	Use the information on your child to undertake a risk assessment Assess the priority of the referral Tailor our service to their individual needs	Initial referral (Fire Investigation Unit (FIU) form/email/website query/phone call); Permission obtained from parent/carer (referral form); Caseworker meets parent/carer to arrange home visit (meeting);	Members of public	We collect the information directly from data subject. Some may be collected from other sources including;	Narrative data Personal details Personal features Special Category data	Health and Medical Racial or ethnic origin	Article 6 (1) (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of [F4domestic law]	Schedule 1, Part 2, Paragraph 6: Statutory etc and government purposes; Schedule 1, Part 2, Paragraph 8:	-	-	Fire and Rescue Services Act 2004, Section 6: Fire safety.	Electronic document management system (SharePoint); eFSF; Fanyon; Office 365 (Outlook, OneDrive).	We will keep your information and all personal data relating to the child until they becomes 18 years old, in line with our retention policy.	Initially your information will only be shared internally and it may result in staff from your local fire station visiting your home for a Home Fire Safety Visit (HFSV), or a subsequent referral of your child to other LFB youth engagement schemes	-	No	Prevention and Protection	FIS Central Team	Dec-22

Business Area (PIN) Department/Function	Privacy Notice	Purpose of the processing	Processing Activity	Categories of data subject	How data is collected?	Categories of personal data [from list]	Special categories of data [from list]	GDPR Article 6 condition (lawful basis for processing personal data)	GDPR Article 9 condition (for processing special category data)	DPA 2018 Schedule 1 Condition (for processing special category data)	DPA 2018 Schedule 2 Exemption	Notes/Other relevant legislation	Main filing locations/systems	Retention of information	Is data shared internally?	External data processors	LFB Contract Register Number	Could information be available outside of UK?	LFB Lead Department	LFB Lead team	Last amended date
		Use your contact details to keep in touch with you if your child is put on a waiting list for the scheme and to arrange visits and meetings Following case closure, we will make follow up telephone calls at the six month and two year stage to confirm there is no further fire-setting Health and safety issues when working with your child or entering your home	Referral for safeguarding/counselling (phone call/referral form with parental/carer consent); Follow up for two years after case closure (phone call).		LFB (includes fire crews, fire investigation officers, borough teams) Local Authorities (includes Social Services, Education, Youth Services) Emergency services.			official authority vested in the controller.	which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Equality of opportunity or treatment.				with our retention policy.	including cadet schemes in which case you will be contacted again, and new information requested.	These are the people we may be required to share your information with: Local Authorities (includes Social Services, Education, Youth Services) Emergency services If at the end of our work with your child it is identified that they and the family could benefit from additional support and engagement in order to safeguard the child's long-term needs we may make referrals to non-statutory bodies such as local mentoring programmes. They will then contact you independently. In all cases we adhere to our Information Sharing Agreement set up with partner organisations					
Youth Activities	FIS (Firestarters Intervention Scheme), Youth Referral	Advice and support on the scheme Also collect your information so that we can provide a safe working relationship between you and our trainers	Initial referral (Fire investigation Unit (FIU) form/email/website query/phone call); Permission obtained from parent/carer (referral form); Caseworker meets parent/carer to arrange home visit (meeting); Referral for safeguarding/counselling (phone call/referral form with parental/carer consent); Follow up for two years after case closure (phone call).	Members of public	We collect the information directly from data subject. Some may be collected from other sources including from one of the following who has referred you: Appropriate adult (including parent, carer); Local Authorities (includes Social Services, Education, Youth Services); Police.	Education Narrative data Personal features Special Category data	Health and Medical Racial or ethnic origin	Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of (UK domestic law) which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Schedule 1, Part 2, Paragraph 6; Statutory etc and government purposes; Schedule 1, Part 2, Paragraph 8; Equality of opportunity or treatment.	-	Fire and Rescue Services Act 2004, Section 6: Fire safety.	Electronic document management system (SharePoint); eFSF; Farynor; Office 365 (Outlook, OneDrive).	We will keep your information until your case has been closed, and then hold it until you become 18 years old, in line with our retention policy.	Yes. The information that you share with us is given in confidence (private) and normally will not be shared outside the LFB's FIS team.	If we decide that you need further support from an external professional team we must share your information with them. We will only share your information with people we trust who will also keep your information confidential. These are the people we may need to share your information with if necessary: Local Authorities (includes Social Services, Education, Youth Services); Police. We may also share information with your parent/s or carer so that they can be involved in your support.	-	No	Prevention and Protection	FIS Central Team	Dec-22