

## How we will use your information

### *Employment*

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: Employees

### Why we are collecting your information

We are collecting your information to use in the management of your employment, in compliance with the employment contract, in order to meet our legal requirements, to pursue our legitimate business interests, and protect our legal position in the event of legal proceedings.

Your information is necessary for the following processes:

- 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

Your information may also be collected for the following additional processes as required:

- 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

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

It is necessary to collect your information in order to enter into an employment contract with you and administer normal employment processes. If you do not want information collected we may be unable in some circumstances to comply with our obligations as your employer, and some of our services may not be available to you, the implications of which we will inform you. In some circumstances withholding your information may be treated as a breach of contract.

## What information is being collected

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

### Categories of personal data:

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

### Special categories of data:

- Opinions and Beliefs
- Health and Medical
- Ethnicity

## 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 the performance of the contract of employment. Some processes will also apply under the legal obligations we have as a public authority, and our legitimate interest in administering your employment processes.

These are covered under the Data Protection laws below:

### General Data Protection Regulation (EU) 2016/679 [reference to Article 6.1(b, c, or f)]

- It is necessary for the performance of a contract that you are a party to or that we are negotiating with you.
- We need the information to comply with a legal obligation
  - Reference to: Employment Legislation
- Processing is necessary for the purposes of the legitimate interests pursued by the controller.

And the processing of your special categories of data is in order to comply with our employment, health and safety and occupational health obligations.

This is covered under the Data Protection laws below:

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

- 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) – Employment contract
- 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
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment
  - With reference to Data Protection Act 2018: Ch 2, part 2, 10 and sch 1, part 1, (2) – working capacity of the employee

## **How we collect the information about you**

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.

## **Who we share your information with**

We share your information internally within and across departments in line with normal employment processes, and 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

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

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.

## **Automated decision making**

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