

# Privacy Notice

## Staff

This privacy notice tells you what to expect when we handle information about the following individuals. It also sets out the rights available in relation to their personal data:

- Current, prospective and former employees,
- Volunteers,
- Fire Authority members,
- Contractors, agents and
- Employees of other organisations whom we may provide training to.

This notice does not form part of an employee's contract of employment and we may amend it at any time. For the ease of reading this privacy notice, we may refer to any of the above individuals as 'staff'.

### Why we collect and use information

The vast majority of the information we collect and use about staff will be held because we have a **contractual** and/or **legal obligation** to use the information. Although not engaged under an employment contract, the personal data of volunteers is held and processed for contractual purposes. Some examples of our contractual and legal obligations are as follows;

- The administration of the recruitment and promotions process (can include vetting and law enforcement checks);
- The administration and provision of payroll and pension services, terms and conditions of employment, benefits and use of our facilities;
- To meet statutory obligations e.g. employment law, tax and national insurance deductions, equalities monitoring, health and safety and safeguarding;
- To ensure that our employees are fully trained and equipped to carry out their role;
- To provide face fit masks (PPE) to fire fighters and to make reasonable adjustments where required;
- Carry out functional testing such as hearing, sight, colour, fitness and drug & alcohol testing;
- To inform management decisions and ensure the efficient running of CFRS, including the management of employees;
- To facilitate mandatory reporting, such as reporting to Government and authorities;
- To ensure that Service policies are being adhered to and to support governance;
- To support the co-operation between employer, employees and trade unions to ensure the successful delivery of the service and the management of change;
- To ensure that Business Continuity and contingencies are effective;
- To report accidents or near misses;
- To afford people to acquire nationally recognised qualifications;
- Conduct driving licence checks and comply with the Road Traffic Act 1988;
- To track the repair and maintenance of Service Vehicles;
- To monitor traumatic stress through a peer support process (TRiM).

The following are examples of where it's in our **legitimate interests** to use personal information. We only rely on this lawful basis where there is limited privacy impact and individuals would reasonably expect us to use their data in this way;

- To record details of vehicle use in the event of an incident;
- To arrange lease cars and pool cars for authorised employees;
- To develop cultural values and behaviours that make CFRS a great place to work and a modern FRS that reflects the diversity of its communities.
- To contact individuals wishing to become a firefighter.
- Internal management reports to manage Fire & Rescue Service resources
- To manage senior management diaries, facilitate meetings and management reports;
- Provision of rostering and retirement planning to support the workforce planning;
- To monitor and assess incidents which could result in traumatic stress;
- Managing workload, calls, requests, changes etc. to ensure operational effectiveness.
- To give formal recognition for employers that support their staff who are also on call firefighters.

We have a **public task** to use some personal information about our staff where required by assurance standards or supported by a basis in law. For example;

- Airwave Audits (Home Office guidelines for accountability of restricted assets);
- Networking for individuals who express an interest in joining equality interests groups in accordance with the Public Sector Equality Duty and Equality Act 2010.

In certain circumstances, we may rely on **Consent** to use personal information. In these circumstances, you have a genuine choice and can withdraw your consent. For example;

- Where an employee or employer of an on call fire fighter is celebrated in the media;
- Where an employee agrees to their information being shared in order to receive support after a traumatic incident.

## Who gives us information

We may receive information about you from a variety of different sources. For example, North West Fire Control (NWFC), Institute for Occupational Safety and Health (ISOH), DBS Scotland and Liverpool, DVLA, Confidential Connection, Four Screen, Leasing Companies, Driver Standards Agency and Fire Service College for training and command skills.

Examples include reports about your health requirements from Occupational health, and NWFC incident reports for relevant FRS areas. Personal information may be obtained from staff members, employees of other organisations, external candidates, contractors, and members of the public. This could be over the telephone, via email or in person. We may also obtain some personal data about you indirectly. Examples of this includes references from previous employers.

We use third party agencies for payroll and pension providers and disclose data relating to our employees to these providers, and to external bodies responsible for auditing and administering public funds for the purpose of preventing and detecting fraud. For more information visit [Cabinet Office National Fraud Initiative](#) and [Firefighter pension](#) and [Staff pension](#) privacy notices. We may also provide data to external training providers in order to provide training services.

We have also combined our back office transactional resources with Cheshire Constabulary to create a shared service between the two organisations. The benefits allow us to maintain and prioritise front line emergency services and provide resilience. For more information, please refer to our shared service privacy notice.

## Sharing information

We are generally under a statutory or contractual obligation to share necessary personal data for employment purposes. Examples include; meeting our Health and Safety responsibilities, monitor compliance with performance standards such as driving and alcohol use, comply with tax requirements, or manage employee training, welfare and development. Where the sharing basis falls outside of contract, statute, legitimate interest and public task we will seek your consent. We do not transfer your personal data to any third countries or international organisations. Some examples of who and why we may share your data are below:

- XPS and Cheshire Pension Funds for pension support and provider. (see specific privacy notices for pensions);
- Payroll information via Access
- To seek legal advice on employment matters;
- DVLA and driving licence verification services (Davis);
- Insurance providers such as Fire & Rescue Indemnity Company & Regis Mutual;
- Equalities monitoring organisations (however, typically such employee information is aggregated and anonymised.)
- Occupational Health Unit as part of Joint Corporate Services to provide health and welfare support to staff.
- Systems to manage change, security and operational effectiveness through our IT systems as part of Joint Corporate Services.
- Her Majesty's Revenue & Customs (HMRC) for tax purposes
- Auditors – Cheshire Constabulary are custodians of this process as part of Joint Corporate Services (See Joint Corporate Services Privacy Notice)
- Government Departments (however, typically such employee information is aggregated and anonymised.)
- Police & Fraud Officers – under our legal duty to ensure the protection and detection of crime.
- Statutory Organisations- CFRS has a legal obligation to report certain events concerning employees to organisations such as the Health & Safety Executive for RIDDOR adverse H&S events.
- Partner Agencies for public sector collaborative working arrangements and in order for CFRS to fulfil its public task duties to deliver a Service to the public, such as working with the Police, Ambulance, local councils and agencies, other Fire & Rescue Services and local community organisations, which can include when attending emergency incidents, preventative fire safety and public welfare work, and training.
- Other providers of employee services – such as providers of staff training, equipment and vehicles, work wear and PPE (including Specsavers & Face fit database to ensure masks fit sufficiently to fire officers face) and depending on the nature of the Service will be based on CFRS duty to fulfil a public task or our legitimate business interests.

## What information we use

We are likely to use a wide variety of personal information about our staff in order to achieve the purposes we set out above. The types of personal information include; names, dates of birth, place of birth, addresses, contact details, vehicle details, service reference numbers and training records.

- physical or mental health
- disability data

In some circumstances we also rely on special category data relating to allow us to make reasonable adjustments for staff and help us comply with other legal requirements. Examples of special category data we may collect are:

- information about employee's physical/mental health, disability or condition in order to monitor sick leave and take decisions as to the employee's fitness for work, including functional and fitness testing
- records of workplace alcohol and drug testing
- Financial & banking information for payroll and pension purposes.
- accidents and personal injury claims in order to comply with legal requirements
- an employee's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
- Trade union membership

We conduct Disclosure and Barring Service (DBS) checks or vetting for certain roles. This includes making criminal record checks. DBS forms and certificates are destroyed once the checks are completed, only the certificate numbers are kept. If queries are raised only the notes taken at the decision making interview are retained.

We may use your information for automated decision making or profiling, as part of the Driving Licence checks, conducted by Davis may use profile information but do not use information for an automated decisions. As part of People Development Psychometric testing automated decision making and profiling is used but does not impact upon your career and does not have the deciding factor.

### How Long we keep it

All retention is in line with our Local Retention Policy;

- Recruitment/Personnel files are kept for 100 years and unsuccessful candidates for 12 months.
- Staffing, Rotas, duty logs, accidents, near misses, insurance claims and personal risk assessments are kept permanently.
- Health & Safety Training (Qualifications) and Wellbeing are until age 100.
- Functional testing & Face Fit mask details are kept for 40 years after retirement, fitness testing and national recognised training is held for 3 years.
- Industrial Relations are retained for 12 years
- Operational training and new recruits/apprentices, command training and airwave audits are kept for 7 years.
- Equality interest group data is removed when you leave the organisation or as long as you are involved in the network groups.
- Business Continuity information is held for 5 years.
- Vehicle Journey Log books are kept and destroyed as and when a log book is full.
- Vehicle Lease and Driver training detail is kept until you leave the organisation.

- TRiM assessments and referrals that are electronic are archived after 6 months and destroyed after 1 year.

## Your Rights

We recognise that people trust us to handle information correctly and keep it safe. We will not use information for marketing, and we will only use it for the purpose we collected it. It is important to us that all service users are fully aware of their rights under the Data Protection legislation in relation to the information we hold about you. These rights are:

- To request a copy of your data;
- To be told what we use your data for, how long we keep it, whether we share or disclose it;
- To rectify any errors and delete data in certain circumstances;
- To object to us processing your data or withdraw consent where you provide it;
- To erase your personal information in certain circumstances, but not where we have a legitimate or statutory need for the information.

If you wish to exercise your formal Data Protection rights please send your request to [Freedom-of-Information@cheshirefire.gov.uk](mailto:Freedom-of-Information@cheshirefire.gov.uk)

If you have concerns regarding the collection and use of personal information please contact the Data Protection Officer (who is part of the Joint Corporate Services with Cheshire Constabulary):

The Data Protection Officer,  
Cheshire Constabulary HQ,  
Clemonds Hey,  
Oakmere Road,  
Winsford,  
CW7 2UA

**Telephone:** 01606 362384

**Email:** [requests@cheshire.pnn.police.uk](mailto:requests@cheshire.pnn.police.uk)

You also have the right to ask the Information Commissioner to make an assessment if you believe that you have been adversely affected by the way we have handled your personal data. You can contact the Information Commissioner at [www.ico.gov.uk](http://www.ico.gov.uk)