



Policy Statement:

Buckinghamshire & Milton Keynes Fire Authority (the Authority) is committed to protecting and respecting the privacy of individuals and the responsible handling of personal information.

This Privacy Statement sets out the basis on which all personal data collected or provided by individuals, will be processed by the Authority during the employment lifecycle and details how the Authority manages employees and potential employees personal information within the People & Organisational Development (POD) Directorate.

Information collected:

The Authority will use personal information, as provided by the individual or appropriately obtained from a third party, for the purposes of employment. Such information will include, however is not limited to:

Personal information

- Name
- Contact information
- National Insurance number
- Birth certificate / date of birth
- Driver's licence, insurance and MOT information
- Passport details
- Citizenship and work authorisation status
- Next of kin / emergency contact information
- Information provided by referees

Terms and conditions

- Contracts of employment
- Information relating to amendments to terms and conditions
- Information relating to secondary employment

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Health management

- Disability and health related information, including results from medical screening, referrals and routine medicals
- Information related to work related claims

Career development

- Annual appraisal information
- Performance reviews
- Training and development records
- Assessment information
- Education and employment history, including qualifications and professional certificates
- Work-related skills and experience

Case management

- Disclosure & Barring information
- Information on performance management, disciplines and grievances

Payroll

- Bank account information
- Tax related information
- National Insurance related information
- Pension related information
- PAYE related information
- Expenses and benefits information
- Termination payments and agreements

The Authority may have cause to contact individuals by letter, email, telephone or otherwise, in relation to their employment. It is therefore important that individuals ensure their records are kept up to date, by updating their details via Employee Self-Service.

By submitting personal information individuals are consenting to the Authority processing this personal information in accordance with this Privacy Statement.



Use of personal information:

The Authority will use personal information for the purposes of:

Recruitment; When a candidate applies for a role within the Authority the personal information provided will be used to process individual's application and to monitor recruitment trends and statistics.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. The Authority will retain non-personal statistical information about applicants to help inform and report on recruitment activities, however no individuals will be identifiable from that data.

For those in employment; the Authority will compile a file and electronic employment record relating to the individual's employment. The information contained in this file will be kept secure, only accessible to a limited group of people for business reasons, and will only be used for purposes directly relevant to the individual's employment.

Once employment has ended; the Authority will retain the individual's file in accordance with the requirements of the Retention Schedule and will then securely destroy records.

Sensitive personal information:

The Authority is committed to equality of opportunity and being inclusive of all, irrespective of ethnicity, gender, disability, age, marriage and civil partnerships, sexual orientation, gender reassignment, religion or belief and/or socio-economic background. In order to achieve this sensitive personal information will be gathered. The data gathered is an important component to identifying inequality, initiating activity and evaluating progress as required to meet legislation under the Equality Act 2010.

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Whilst submitting this information is optional, it is encouraged in order to gain a better understanding of how people from a range of backgrounds progress in their careers. When submitting such sensitive personal information, the individual is explicitly consenting to the collection and processing of this data in accordance with this Privacy Statement and for the purposes described.

Sensitive personal information will:

- Only be used for the purposes of equal opportunities monitoring and other legal requirements
- Be kept confidential, with access restricted to those only requiring this information
- Be retained for only as long as necessary and destroyed when appropriate
- Not be released in a form that may result in the identification of individuals. Anonymised analyses may be published on the intranet and external website

When personal information is shared:

The Authority will share personal information when necessary to third parties in order to provide services in connection with an individual's role within the Authority, for example with Occupational Health and the Authority's pension administrators. Personal information will be shared in accordance with data privacy and security requirements.

Non personalised, anonymised data may also be provided on such matters as equal opportunities monitoring.

Storage and security of personal information:

All necessary reasonable steps will be taken to ensure personal information is treated securely and in accordance with this Privacy Statement. All Authority employees are responsible for maintaining personal information confidentiality and training is provided to remind employees of their obligations. Relevant Authority policies and procedures are also periodically reviewed. All personal



information provided to the Authority is stored on secure servers and access restricted to those only requiring this information for organisational or legal reasons. All personal information will be retained for only as long as reasonably required and will be securely deleted or destroyed when no longer required.

Individual rights to access information:

Personal data collected or provided by individuals will be limited to that which is relevant to the employment relationship the individual has with the Authority. Individuals have the right to request access to, withdraw consent to the use and processing of, and request the correction of inaccuracies or delete information the Authority maintains about them, subject to the Authority's obligation to maintain personal information under relevant laws and regulations and in line with the Authority's Retention Schedule. The Authority may limit or deny requests for access or charge a reasonable fee for access, except as prohibited by relevant laws and regulations.

As personal information is necessary to the performance of employment services, any request to withdraw consent for processing, or request to delete information, may result in the Authority being unable to continue providing its services.

Both current and ex-employees can request access to their employment records by contacting eshelpdesk@bucksfire.gov.uk

Complaints:

The Authority aims to achieve the highest standards when collecting and using personal information and takes any complaints it receives about this very seriously. Individuals are encouraged to inform us if they think that the Authority's collection or use of information is unfair, misleading or inappropriate. The Authority also welcome suggestions for improving processes and practices.

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If an individual is dissatisfied with how the Authority manages their personal information they have the right to make a complaint. All complaints should be made via the Information Governance & Compliance Manager.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the Authority's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests or this should be sent to the address below.

How to contact us:

Address: Information Governance & Compliance Manager, Headquarters, Stocklake, Aylesbury, HP20 1BD

Telephone: 01296 744442 | **Email:** gbarry@bucksfire.gov.uk

For further information, please refer to the general copyright, privacy and disclaimer notice: <http://bucksfire.gov.uk/contact-us/making-general-request-information/copyright-privacy-and-disclaimer-notice/>