



## **Privacy Notice: Staff**

South Yorkshire Fire and Rescue (SYFR) is committed to protecting your personal information. This privacy notice explains why and how we use your information and how we protect your privacy.

This is to help be clear why SYFR needs to obtain, hold and use personal information about you, during recruitment and selection, throughout your employment and for a period of time after you leave SYFR. In summary, we collect information about you as staff at SYFR to help us comply with your employment contract, our legal obligations, and pursue SYFR legitimate interests. In some cases, we ask for your agreement to collect your personal information, for example, equalities monitoring information, and the staff survey.

The processing of personal data is covered by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016.

### **Why do you need to process my information?**

We collect personal information about you for the following purposes:

- Recruitment and selection;
- Your health, safety and welfare;
- The administration of your salary, sickness, parental and other absence, travel and subsistence payments and any other monies;
- So we can run our services. For example, for rostering;
- Your training and development requirements and records;
- Employee relations, such as human resource planning, conduct, performance management, equal opportunities, employee consultation, appraisals, disciplinary and grievance issues;
- The operational, day to day management and administration of employees by line managers;
- Use of equipment and services, for example ICT, phones, vehicles, specialist equipment;
- For access control to our premises, car parks and other automated equipment/systems;
- Driver licence checks for SYFR vehicles and potential use of personal vehicle for work;
- CCTV on SYFR buildings and vehicles for the prevention and detection of crime, and investigation of internal incidents if appropriate.

The categories of information that we collect, process, hold and share (appropriately) include:

- Your name, address, date of birth, national insurance number;
- Photos and CCTV images;
- Employment details;
- Salary and wages information;
- Sickness and absence details;
- Tax and pension details;
- Contractual details relating to terms and conditions of service;
- Qualifications, training courses, assessment, competency, development and Personal Review information;
- Equal opportunities monitoring data, including age group, gender identity, disability, ethnic origin, religious or other beliefs, sexual orientation, gender reassignment;

- Data needed for business systems and assurance, for example use of databases, fire engine location, incident data, fit tests.

### **How will my information be used?**

As your employer, SYFR needs to keep and process information about you for employment purposes. The information we hold and process will be used for our management and administrative use only. We keep and use this information to manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us and after you have left.

All the reasons we use your personal data meet at least one of the reasons in the GDPR:

- To help us meet our statutory duties under the Fire and Rescue Services Act and Equality Act;
- To ensure we meet our legal obligations as an employer. For example, to pass your details to HMRC for tax reasons, health and safety responsibilities, and our obligation as a public sector employer we pass your details to the National Fraud Initiative: <https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text>
- For SYFR legitimate interests, for example asking an outside survey company to contact you about the staff survey;
- At some times we need your freely given consent, for example your agreement for specific information from your GP to help with an occupational health assessment;
- In emergencies to protect you or others who are at serious risk.

### **Where do we get your information from?**

During recruitment and selection you provide some personal employment information yourself that we process, but we also use other sources during recruitment and selection. For example, from the Disclosure and Barring Service (DBS) for criminal record checks, referees to confirm suitability for post and doctors for medical reports.

During your employment at SYFR data comes from you, your manager, Occupational Health, ICT, Transport and other colleagues who help support your role at SYFR.

We also get some information about you, when relevant, from external medical staff (with your agreement).

If you have automatic payments from your pay, we get information for this, for example for union subscriptions, student loans, child support agency.

### **Who will have access to the information?**

Your personal employment is maintained securely at all times by the staff with responsibility for such records. We apply access controls to ensure that only authorised staff are able to access your personal information.

We may share your information with:

- Other emergency services and local public sector organisations such as local authorities, health trusts or business partners where this is relevant and appropriate to your role and position. This is usually during meetings, phone or email;

- For specific public facing or senior roles, we share your information with the public, for example senior staff names and job titles as part of transparency information on the public website;
- Other SYFR staff to provide contact details (name, work location, telephone extension) internally within the Service;
- Other SYFR staff in connection with your employment;
- Payroll services, firefighter's pension administrators and local government pension administrators;
- Representative bodies, for example FBU, either as part of your membership arrangements, by consent, or under health and safety law;
- National fraud initiatives (NFI) to the Audit Commission – this may involve your information being used in data matching exercises;
- The Health and Safety Executive for reportable injuries, diseases and dangerous occurrences;
- Training and qualification providers.

We will only make other non-routine disclosures:

- By law, when we are obliged to provide the information requested, for example to the Inland Revenue or Asylum and Immigration Office;
- For the assessment or collection of any tax or duty, or when we need to take legal advice for prospective legal proceedings. For example, to the Service's insurers because of a claim being made by you or a customer/client with whom you have been involved as an employee;
- In the course of disciplinary, grievance or other investigations of a similar nature;
- If you have given your consent;
- To prevent and detect fraud/crime – SYFR is under duty to protect the public funds it administers and may use information you have provided for this purpose. We may also share information with other bodies administering or in receipt of public funds solely for this purpose.

### **How long will you keep hold of my information?**

The period that your information is retained for varies according to legal requirements and other legitimate business reasons. We have set out these retention periods within our Retention Schedule.

### **Is there anything else I need to know when it comes to my personal information?**

To find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further please see our full Privacy Policy, available under '[Your information](#)' on our website.