



Privacy Notice: Recruitment

If you have decided that you want to apply for a role within South Yorkshire Fire and Rescue (SYFR) as an applicant it is important that you understand how your information will be processed throughout the recruitment and selection process and what rights you have with regard to your personal information.

SYFR recommend that you read this notice before making an employment application.

Why do you need to process my information?

We may collect the following information from you which could include your name, address, telephone, email, contact details, National Insurance number, employment history, educational background and qualifications, details of your skills and experience, contact details for referees, equality and diversity data and information about criminal records.

During a recruitment process we will collect information to verify your right to work, such as a passport or birth certificate, and if applicable, you will be asked to provide additional information to complete a criminal records check or Police Security Vetting.

The information that is being gathered during the recruitment and selection process is required to make an informed assessment of whether you meet the role criteria to be offered a contract of employment.

Some of the information requested is necessary to meet legal or regulatory requirements. For example, if you are applying to become a firefighter you will be requested to complete a pre-physical test questionnaire and undertake a medical to meet our employer obligations under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1992. The Fire Services (Appointments and Promotions) (England and Wales) Regulations 2004 set out certain criteria that are required, such as proof of age to confirm you are over 18. Please click [here](#) to find out more about this regulation.

The application is yours and it is your choice whether you provide the requested information, but if you do not supply all the requested information this might affect your application.

The only form which is voluntary and will not affect your application, is the equality monitoring form. This form will be detached from your application and used only to produce and monitor equal opportunities statistics and provide data for government statistics, for example <https://www.gov.uk/government/statistical-data-sets/fire-statistics-data-tables>.

How will my information be used during the recruitment and selection process?

All of the information you provide during the process will be used for the purposes of progressing your application.

Your contact details will be used to contact you about your application and the answers and information you provide on the application form will enable us to understand and assess your skills and experience to progress your application to the next stage of the selection process. What you are asked to provide on the application form will depend on the role you are applying for.

If you are applying for a firefighter role you will be asked to complete additional forms, for example a pre-physical test questionnaire. The additional forms will provide an explanation of why the information is required as part of the recruitment and selection process.

In addition to the information that you supply on the application form(s) we shall also collect, hold and appraise information on individual candidates' performance at each stage of the recruitment and selection process. Information will be generated by you or by us. This will include information we gain from your selected referees.

The recruitment and selection process may include psychometric tests to analyse or predict your performance at work. The results will be used to inform a selection decision. Where electronic psychometric tests are used and a selection decision is based solely on a decision made by automated means, you do have a right to obtain human intervention. This allows you to gain an understanding of how the decision was reached and to challenge this decision if you are unhappy with the outcome. You will be informed where this is the case.

Who will have access to the information?

We limit access to your personal information to those who have a genuine business need to know it such as recruiting managers, recruitment administrators and if successful, your information will be added to an employee database to manage your employment. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Individuals/teams will only have access to the information they require to progress the application, for example completed health or physical fitness questionnaires will only be accessed by Occupational Health and not the Recruitment Manager.

If you're applying for a firefighter role, there are stages in the process where certain information, dependant on the purpose, will be shared with third parties who provide elements of our recruitment service:

- Uniform provider will obtain your name and measurements;
- Fire Service Medical Advisor, who is a qualified occupational health physician, will be provided with medical and health information to ensure that your health and fitness is satisfactory to carry out the role.

For any role:

- Urine sample tester (an accredited recognised toxicology laboratory) who carry out drug sampling testing on our behalf.

These third parties process your information on our behalf and are unable to do anything with your personal information unless we instruct them to do so. They will hold it securely and not share your personal information with any organisation apart from us.

Your referees will not have access to your recruitment and selection documentation but will be written to for a reference. They could be written to before an offer of employment, unless you object to this.

You will be informed if we are required to check your right to work in the United Kingdom or, for identified posts, undertake a criminal record check. On these occasions, the appropriate government departments would be sent the required information to perform the checks, such as criminal checks via the Disclosure and Barring Service and relevant vetting agencies.

If appointed, your personal information will be shared with those that need to process it for employment purposes, for example the Payroll team. Further information about how your information will be used would be given on appointment.

How long will you keep hold of my information?

If you are unsuccessful in applying for a role your personal information will be kept within the recruitment system for a period of 6 months after which your information will then be deleted or securely destroyed.

Should you be employed, this information will be kept electronically for the duration of your employment, on your personal record file (PRF) and for a period of time, according to the SYFRS's Retention Schedule. The information would then be deleted or securely destroyed.

If we are destroying hard copy information, a third party securely disposes of it on our behalf. The third party are unable to do anything with your personal information as they are providing a service for us and work under our instruction.

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.