

**Privacy Notice: Recruitment**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice explains why and how we use your information and how we protect your privacy. This notice should be read in conjunction with other specific SYFR privacy notices and other corporate policies and procedures.

SYFR is a registered Data Controller with the Information Commissioner and you are welcome to contact our Data Protection Officer by emailing dataprotection@syfire.gov.uk , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

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.

**Who our department are and what we do**

The recruitment team sit within the People Services section of the People Function for SYFR. We are a small team that support the administrative aspects of any recruitment and selection activity for SYFR. We aim ensure that our processes are fair and transparent and support both candidates and hiring managers through each stage of the process.

**What type of information we will collect from you**

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.

We will ask you to declare whether you have any disabilities and/or whether you need any reasonable adjustments to assist you in the recruitment process.

For Wholetime and On-call firefighter recruitment you will be asked questions about your eyesight and any medical conditions which may affect your ability to undertake the role. If needed we would use this information to send you the relevant policies on these areas to help you understand at an early stage if your application is likely to be affected.

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

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.

SYFR will collect, hold and appraise information on individual candidates' performance at each stage of the recruitment and selection process.

The recruitment and selection process may also include psychometric tests.

**Why do we need your personal information?**

All of the information you provide during the recruitment and selection 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.

Where psychometric tests are uses, these will be 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.

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.

**How we will collect your personal information**

During recruitment and selection, you provide some personal information yourself that we process. We also use other sources for example, from the Disclosure and Barring Service (DBS) for criminal record checks, referees to confirm suitability for post and, when relevant, from external doctors for medical reports. We also collect information from an accredited recognised toxicology laboratory who carry out drug sampling testing on our behalf. Information on individual candidates performance will be collected at each stage of the recruitment and selection process.

**Our legal basis for processing your personal information**

Should you choose to apply for a role within SYFR, this is your choice. When you create an account via the online candidate portal (for corporate opportunities) your data can be saved by selecting to be added to the talent bank. After completing your first application with us the data you provide is used to pre-populate the form if you choose to apply for more than one vacancy. You can de-active your account at any time and the data saved within the portal will be deleted.

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](http://www.legislation.gov.uk/uksi/2004/481/made) to find out more about this regulation.

If you choose to register your personal details to be informed of whole time firefighter recruitment opportunities we may utilise this information to invite you to recruitment related events. This is with your consent and should you wish to be removed from this register at any time, please contact firefighterrecruitment@syfire.gov.uk.

If you register to be included in our talent bank for corporate recruitment opportunities you will be notified of any vacancies that arise that may interest you. This is with your consent and should you wish to be removed from this register at any time, you can opt out of the talent bank in your online account.

**Who will have access to my 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.

**Why we may need to share your personal information**

Your referees will not have access to your recruitment and selection documentation but will be written to for a reference.

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.

You will be informed if we are required to verify your right to work in the United Kingdom and you will be asked to undertake a criminal record check. The appropriate government departments will 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 your information be kept**

The personal details of people registering an interest in becoming a firefighter via our website will be kept for 2 years. We will then contact people by email as they approach this 2 year period and ask them to re-register if they still wish to be informed about our whole time recruitment opportunities.

If you are unsuccessful in applying for a role your personal information will be kept within the recruitment system for a maximum period of 12 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 SYFR’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.

**What will happen if you fail to provide this information?**

The application is yours and it is your choice whether you provide the requested information, but without much of the information listed within this document, SYFR would be unable to process your application or enter into a contract of employment with you.

The only information which is voluntary and will not affect your application, are the equality monitoring questions. This information will not be seen by the selection panel and will be 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 to access and control your personal information:**

SYFR have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how we maintain the security of this and 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](http://www.syfire.gov.uk/your-information-privacy-notice/)’ on our website.

You can find out more about your personal data rights at the Information Commissioners Office Website, or contact them on 0303 123 1113 or by post at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.