

## Working for us - How we use personal information as part of the recruitment process

This privacy notice, in accordance with the General Data Protection regulation (GDPR), informs job applicants about how Devon & Somerset Fire & Rescue Service (DSFRS) will use their personal data.

As part of any recruitment process DSFRS collects and processes personal data relating to job applicants. DSFRS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**Data Controller:** DSFRS is the Data Controller who determines the purposes of processing employee personal information.

**Data Protection Officer:** Sarah Bailey, Information Assurance Manager

Devon & Somerset Fire & Rescue Service  
The Knowle  
Clyst St George  
Exeter  
EX30NW

Email: [dataprotection@dsfire.gov.uk](mailto:dataprotection@dsfire.gov.uk)

Phone: 01392 872582

### What information does DSFRS collect?

We collect a range of information about applicants. This includes:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Whether you have a disability for which DSFRS needs to make reasonable adjustments during the recruitment process.
- Information to determine your entitlement to work in the UK.
- Interview notes and test results collated at selection processes.

We collect this information in a variety of ways e.g. from application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records and driving license checks. We will seek information from third parties only once an offer of employment has been made and you will be informed when this will take place.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email). We ensure that appropriate security controls are in place to keep personal information safe and are in line with our data protection policy and procedures.

## **Lawful Basis**

We collect this information to fulfil our legal obligations under the Equality Act 2010 which protects people from discrimination in the workplace. Data from successful applicants is further processed because it is necessary for an employment contract.

## **Our Processing Activities**

- We need to check that we are complying with our legal obligations e.g. checking a successful applicant's eligibility to work in the UK before employment starts.
- Processing personal data from job applicants and keeping records of the recruitment process allows us to deliver a service, assess and confirm a candidate's suitability for employment and decide who to offer a job. We may also need to process data from job applicants to respond and defend against legal claims.
- We will process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief and to monitor recruitment statistics for equality monitoring purposes. Whilst we may ask for this information, we rely on your consent to provide it.
- We also collect information about whether applicants are disabled in order to make reasonable adjustments during the recruitment process. We process such information to carry out our obligations and exercise specific rights in relation to employment.
- We are obliged to seek information about criminal convictions and offences. This is because it is necessary to carry out our obligations and exercise specific rights in relation to employment and to undertake our safeguarding role for the protection of children and vulnerable adults.
- We also collect information regarding your entitlement to drive and any current penalty points or disqualifications, if the role you are applying for requires a valid driving licence. This is requested through the Direct Gov. driving licence check service and your driving licence check code will only be requested once and intended offer is made.

## **Who has access to the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and managers of the particular vacancy.

If applying for the role of On-Call Firefighter, your name and email address, the station you have applied for and your status in the process may be shared with our Recruitment & Retention Officer in order for them to offer you their support and guidance through the recruitment process.

We will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. If successful, we will share your data with the following:

- Your former employers and personal referees to obtain employment references.
- Devon County Council or Disclosure Scotland to obtain necessary criminal records checks.
- Our Occupational Health provider IMASS, to obtain medical clearance.
- Direct Gov to obtain a driving licence check.

For applicants who require permission to work in the UK, we may need to share personal data with legal advisers and the Home Office to make sure we comply with immigration requirements.

### **How long does DSFRS keep the data?**

If your application for employment is unsuccessful, we will hold your data on file, including interview notes and test results, for 12 months after the end of the relevant recruitment process so we can respond to any queries, provide feedback if you request it and for statistical purposes. Anonymised data will be kept for monitoring purposes.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your employment plus 6 years thereafter.

### **Your rights**

Your rights are set out in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity.

If you would like to exercise any of these rights, please contact the DSFRS Data Protection Officer at [dataprotection@dsfire.gov.uk](mailto:dataprotection@dsfire.gov.uk).

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to DSFRS during the recruitment process. However, if you do not provide the information it is extremely unlikely that we will be able to process your application.