

North Wales Fire and Rescue Service Recruitment Privacy Notice

North Wales Fire and Rescue Service (NWFRS) collects, processes and stores personal data relating to job applicants in order to assess their suitability for employment and to complete fair and objective recruitment and selection processes. NWFRS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This document provides the key information job applicants need regarding their data privacy and protection, however, any further queries can be directed to the Service's Data Protection Officer:

Data Protection Officer, North Wales Fire and Rescue Service Headquarters, Ffordd Salesbury, St Asaph Business Park, St Asaph LL17 0JJ. Tel: 01745 535250. Email: dpo@nwales-fireservice.org.uk

What personal data does NWFRS process and how?

Information processed includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with NWFRS;
- information about your current and previous remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- any criminal record information;
- any public presence you may have on social media;
- assessments of your performance during a selection process; and
- equal opportunities monitoring information, including information about your age, ethnic origin, sexual orientation, health and religion or belief and language preferences.

NWFRS collects this information in a variety of ways. For example, data is collected via online and paper based application forms, from documents provided to confirm your identity and your right to work in the UK (such as passports and driving licences); from forms completed by you during selection a process, from correspondence with you and through interviews or other assessments, and occasionally from information you post publically on social media or information you post within a private social media network that is forwarded to us. NWFRS will investigate any concerns regarding social media presence and potential conflicts with our Core Values and will not make recruitment decisions based on social media presence alone.

If a conditional job offer is made to you, NWFRS will collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Why does NWFRS process personal data?

NWFRS needs to process personal data in order to run recruitment and selection processes and to establish if an employment relationship with you is appropriate; and if appropriate, in order to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process job applicants personal data in order to monitor and record the fact that a fair and objective recruitment and selection process has taken place.

In some cases, NWFRS needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities who may require reasonable adjustments for a recruitment and selection process and for health and safety purposes).

Where NWFRS processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring and government reporting.

NWFRS may also need to process data from job applicants to respond to and defend against legal claims.

Who has access to personal data?

Your information will be shared internally with staff from the HR Department for the purpose of the recruitment and selection process, some of your information will be shared with the vacancy Line Manager and other Managers within relevant business areas. Key ICT staff have access to data as necessary for the performance of their roles.

NWFRS shares your data with a third party in order to manage the online recruitment portal.

NWFRS will not share your data with other third parties, unless your application for employment is successful, after which you will refer to the Employee Privacy Notice. NWFRS will not share your data prior to a conditional offer of employment being made.

NWFRS will not transfer your data outside the European Economic Area.

How does NWFRS protect personal data?

NWFRS takes the security of your data seriously. NWFRS has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

How and for how long does NWFRS store personal data?

Data is stored in a range of different places, including in NWFRS's HR management systems and in other IT systems (including NWFRS's email system and our online recruitment portal).

If your application for employment is unsuccessful, NWFRS will store your personal data in compliance with legislation, but the minimum term will be for 3 months after the recruitment and selection process has concluded in order to respond to and defend against legal claims. This period can be extended to 24 months at your request to be considered against future vacancies. At the end of that period your data will be deleted or destroyed.

If your application for employment is successful and you accept a conditional offer of employment you will refer to the Employee Privacy Notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require NWFRS to change incorrect or incomplete data;
- require NWFRS to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where NWFRS is relying on its legitimate interests as the legal ground for processing; and
- ask NWFRS to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override NWFRS's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer.

If you believe that NWFRS has not complied with your data protection rights, you can complain to the Information Commissioner, contact details for which can be found on the ICO website. www.ico.org.uk

You are under no statutory or contractual obligation to provide NWFRS with data, however, failing to provide requested data will hinder NWFRS's ability to administer or consider a job application from you. NWFRS will never make recruitment decisions based solely on automated decision-making.