



**Bedfordshire**  
Fire and Rescue Service

## Applicant Privacy Notice

This document sets out how we may use your information in the recruitment process. As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. BFRS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### Who holds responsibility for your data?

<b>Data Controller:</b> <b>Bedfordshire Fire &amp; Rescue Service (BFRS),</b> <b>Southfields Road,</b> <b>Kempston,</b> <b>MK42 7NR</b>	<b>Data Protection Officer:</b> <b>Head of Information Management</b> <b>Bedfordshire Police</b> <b>Information Rights,</b> <b>Bedford Borough Hall,</b> <b>Cauldwell Street,</b> <b>Bedford,</b> <b>MK42 9AP</b>  <a href="mailto:DataProtection@Bedfordshire.pnn.Police.uk">DataProtection@Bedfordshire.pnn.Police.uk</a>
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### What information do we collect?

BFRS collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Whether or not you have a disability for which BFRS may need to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- Driving Information;
- Criminal Records Information;
- Medical Information.

BFRS may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment e.g. online tests.

BFRS may also collect personal data about you from third parties, such as references supplied by former employers, information from background check providers and information from criminal records checks. BFRS will seek information from third parties only once a conditional job offer to you has been made. We will inform you at the point we start this stage of the process.

Data will be stored in a range of different places, including on your application record, in HR information management systems (iTrent), Occupational Health (for medical information) and on other IT systems (including email).

## **Why does BFRS process personal data?**

BFRS needs to process data to take the steps needed to progress your request for employment prior to entering into a contract with you. We may also need to process your data to enter into a contract with you if you are the successful applicant.

In some cases, BFRS needs to process data to ensure that we are complying with our legal obligations. For example, BFRS is required to check a successful applicant's eligibility to work in the UK before employment starts.

BFRS has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. BFRS may also need to process data from job applicants to respond to and defend against legal claims.

BFRS may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights to employment.

BFRS also processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. As a public sector organisation we have a responsibility under the Public Sector Equality Duty to report on these special categories.

For some roles, BFRS is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. For example, where a role such as, Firefighter or Home Safety Advisor, may be required to deal with vulnerable people or children for safeguarding purposes.

For all roles, BFRS will carry out a substance misuse test as part of the medical carried out at pre-employment check stage in the process. This is necessary as part of the responsibilities placed on BFRS under various Health and Safety legislation to protect the health, safety and welfare of all employees.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied. If you are placed on a waiting list for this role your personal data will be kept on file for up to 12 months. BFRS will ask for your consent before we keep your data for this purpose and advise you at this time of the exact period your information will be held. You are free to withdraw your consent at any time.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and invigilators involved in the recruitment process, managers in the business area with a vacancy and IT systems support staff, if access to the data is necessary for the performance of their roles.

BFRS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share some of your data as necessary to obtain the required pre-employment checks including with former employers to obtain references for you, employment background check providers to obtain necessary background checks, the Disclosure and Barring Service (DDC) to obtain necessary criminal records checks, the Driving and Vehicle Licencing Agency to obtain necessary driving licence checks.

The organisation will not transfer your data outside the European Economic Area.

## **How does BFRS protect data?**

BFRS takes security of your data seriously. It has policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Access to our HR system (i-Trent), Occupational Health records are role restricted and any information stored electronically is also restricted as to who is able to view this information.

We have a number of internal policies and procedures in place to ensure security of your data.

## **For how long does BFRS keep data?**

If your application for employment is unsuccessful, BFRS will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period (or once you withdraw your consent), your data is deleted or destroyed. Your recruitment account, user name and password remain in place on the online recruitment system, although none of the detail behind this will be retained.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to our core HR/Payroll system and your Personal Record File (PRF) and retained during your employment. The periods for which your data will be held will be provided to you in the Employee Privacy Notice.

If your application was successful and you are placed on a waiting list for this role your personal data will be kept on file for 12 months after the end of the relevant recruitment process. BFRS will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

## **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 BFRS to change incorrect or incomplete data;
- Require BFRS to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Service Assurance Manager at Bedfordshire Fire and Rescue Service, Southfields Road, Kempston, MK42 7NR.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

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

You are under no statutory or contractual obligation to provide data to BFRS during the recruitment process. However, if you do not provide the information, BFRS may not be able to process your application properly or at all.

### **Automated Decision Making**

Recruitment processes are not based solely on automated decision-making although there may be an initial sift based on your answers to questions about essential criteria (e.g. where having a clean driving licence is a requirement for a job as a driver). These key questions, where appropriate, will appear at the beginning of your application.