

***This privacy notice tells you:***

- what information County Durham and Darlington Fire and Rescue Service are collecting about you
- why we have collected it
- how it will be used

You can find out about your rights and how we will protect your data in our “Universal Privacy Notice” which can be found on our website.

***Information Asset Owner: HR Manager***

***Information collection area: Recruitment***

As part of any recruitment process, County Durham and Darlington Fire and Rescue Service (CDDFRS) collects and processes personal data relating to job applicants. CDDFRS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

***How we collect the information about you***

CDDFRS collects your information in a variety of ways. For example, data might be obtained from:

- Application forms
- Registration data for online tests
- Your passport or other identity documents
- Collected through interviews or other forms of assessment, including online tests.

CDDFRS will also 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.

CDDFRS will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Your 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).

### ***Why we are collecting your information***

CDDFRS needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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.

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

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

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

If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

Where the organisation 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 and the data that is provided is anonymous and cannot be traced back to an individual application. You are under no obligation to provide information for

equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### ***What information is being collected?***

CDDFRS 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, 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.

Where Special Category information relating to equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief is collected this is anonymous.

Your 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).

### ***How we will use your information***

We will only use your information for the purposes of carrying out the application and recruitment process. If you are offered and accept employment with County Durham and Darlington Fire and Rescue Service (CDDFRS), the application and recruitment process will become part of your employment record.

### ***Data subject category***

Members of the Public/ Candidates

### ***Legal basis for the processing***

CDDFRS' entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information such as:

- **Consent:** You have given clear consent for us to process your personal data for the specific purpose of recruitment.
- **Legal Requirement** - The service will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful.

### ***Who we share your information with***

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

The organisation 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 your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. CDDFRS will also share your data with our Occupational Health providers.

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

### ***How long we hold your information for***

If your application for employment is unsuccessful, the organisation will hold your data on file for no longer than six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further twelve months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted and/or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment, further information relating to retention of employee information can be found in our Employee Privacy Notice.

### ***More Information***

If you require more information, please contact our Data Protection Officer using the following email address: [dpo@ddfire.gov.uk](mailto:dpo@ddfire.gov.uk)