

FAIR PROCESSING AND PRIVACY NOTICE

RECRUITMENT

This Privacy Notice sets out details of the information that we may collect from you and how we may use that information.

Who we are and our contact details

Cambridgeshire Fire and Rescue Service (CFRS) are a Public Authority and the Data Controller for determining the purpose and means of processing your personal data. Personal data means any information about a living individual who could be identified. You can contact us: The Data Protection Officer, Cambridgeshire Fire & Rescue Service, Hinchingsbrooke Cottage, Brampton Road, Huntingdon, Cambs, PE29 2NA. Email: dpo@cambsfire.gov.uk Telephone: 01480 444500. Or via our Social Media Channels – See our Website Homepage for links.

Why we collect your personal data

This Fair Processing and Privacy Notice relates to the personal data that Cambridgeshire Fire and Rescue Service processes about you in relation to information captured in our recruitment process.

Our primary reasons for processing are for the recruitment of employees to Cambridgeshire Fire and Rescue Service. Processing means the collection, recording, storage, use, sharing, archiving and deletion of your personal data. The categories of individuals include:

- Members of the public who have applied for a role within Cambridgeshire Fire and Rescue Service.
- Temporary employees including Intern and Agency Volunteers Apprentices.

The personal data we collect

When you applying for a role within Cambridgeshire Fire and Rescue Service, we may collect, store, and use certain of your personal information in line with this Notice.

We may also collect data relating to your visits to the website that cannot identify you but records your use of our website and online content including, for example, details of how long you have used the Website for and what pages you visited.

If you contact us, we may also keep a record of that correspondence.

Finally, we may receive information about you from third parties (such as employer's references) who are requested to disclose that information as part of the process.

To apply for a vacancy, we ask for a CV, covering letter and equality and diversity information. Within these documents you are asked to provide the following:

- Name
- Address
- Contact details
- Education details
- Employment history
- Personal statement
- Date of birth/ age
- Ethnicity

- Religion
- Sexual orientation
- Disability
- Gender

How we use your personal data

Personal data captured during the recruitment process is used to:

- Shortlist candidates that meet the requirements of the job role.
- Contact individuals to keep them updated of the process of their application.
- Provide contractual information to successful candidates.
- Undertake statistical analysis to ensure we are promoting equality, diversity and inclusion within our Recruitment Processes.

Our lawful basis for processing your personal data

CFRS has due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent data protection legislation. The lawful basis for processing is set out in Article 6 of the GDPR. At least one of these must apply whenever the Service is processing your personal data as part of our recruitment process:

UK GDPR Article 6 (1) (b) Performance of a contract: processing is necessary for the performance of a contract to which you are a party, or in order to take steps at your request prior to entering into a contract. In this case, the contract would be a contract of employment, if you are successful in your application.

UK GDPR Article 6 (1) (f) Legitimate Interests: the processing is necessary for the purposes of the legitimate interests pursued by Cambridgeshire Fire and Rescue Service. In this instance, the legitimate interest of Cambridgeshire Fire and Rescue Service is to carry out adequate checks on candidates to assess their suitability to have access to sensitive information, assets and equipment as potential employees. The risk to data subjects arising from these checks is that if adverse information is discovered during the recruitment process, Cambridgeshire Fire and Rescue Service may not provide or confirm an offer of employment to a candidate. It is in a candidate's best interest to provide full disclosure during preemployment assurance processes, so any risks they present as a potential employee can be properly assessed.

UK GDPR Article 6(1)(a) Consent: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

UK GDPR Article (1)(c) Legal Obligation: for the compliance with a legal obligation (e.g. - UK employers have a legal requirement to ensure that those they employ have immigration status that provides them with a legal Right to Work in the UK).

Where we process special category data about you, we rely on the following lawful basis:

UK GDPR Article 9(2)(a) Consent: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

UK GDPR Article 9(2)(b) Employment, social security and social protection: which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.

Storing, securing, and managing the lifecycle of your data

We are committed to keeping your personal data safe. We have physical, technical and organisational procedures to protect and safely use the information that we hold about you.

Where we use more sensitive data, we protect this information with extra controls. We use anonymised data wherever we can, so individuals cannot be identified.

All information is stored on our secure servers. Our servers are based in the UK. However, whilst we have used our best efforts to ensure the security of your data, please be aware that we cannot guarantee the security of information transmitted over the Internet.

We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

Who we share your personal data with

We may disclose your personal information to third parties when permitted by law including:

- With your consent
- To our suppliers in order for them to help us provide our services to you, this includes:
 - Local Authorities and other partner organisations that provide Online Vacancy listings or Content;
 - our provider of file storage and management services if you email us directly;
 - providers of assessments and marking services when you submit an application form and the recruitment process includes external assessments. The suppliers' use of your personal data may be subject to their own privacy policies, which are available on their websites;
 - External agencies, for example the Disclosure & Barring Service to allow us to undertake employee vetting.
- If we are under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply our terms and other agreements; or to protect our rights, property, or safety, our users, or others. This includes exchanging information with other companies and organisations for the of fraud protection and credit risk reduction.

Your Rights

You have the following data protection rights:

- You can amend your personal details by emailing recruitment@cambsfire.gov.uk. We maintain a procedure in order to help you confirm that your personal information remains correct and up-to-date or choose whether or not you wish to receive material from us or some of our partners.

- You can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. You can exercise these rights by contacting us using the 'Contact Us' link below or by emailing dpo@cambsfire.gov.uk .
- You may unsubscribe from certain email communications by updating your preferences for Vacancy Alerts. You may also write to us order to access, correct, delete or update your personal information on our systems via:

**Data Protection Officer
Cambridgeshire Fire and Rescue Service
Hinchingbrooke Cottage
Brampton Road
Huntingdon
Cambridgeshire
PE29 2NA**

Email: DPO@cambsfire.gov.uk

Or by using the 'Contact Us' form on our website. We will answer every query as promptly as possible.

- Similarly, if we have collected and process your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- If you have any privacy-related questions or unresolved problems, you may contact us using the information provided below.
- You have the right to complain to the Information Commissioner's Office (ICO) about our collection and use of your personal information. For more information, please contact the ICO on: <https://ico.org.uk/> or their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF..
- The Website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies. Please check these policies before you submit any personal information to these websites.

Contacting Us

If you have any questions, comments or complaints about this Privacy Notice, please contact us using the details below:

Data Protection Officer
Cambridgeshire Fire and Rescue Service
Hinchingbrooke Cottage
Brampton Road
Huntingdon
Cambridgeshire
PE29 2NA

Email: DPO@cambsfire.gov.uk

Next Review

Next review March 2027