



Job Applicant (and those undertaking Pre-Application Activities)

As part of any recruitment process or pre application activities, Royal Berkshire Fire and Rescue Service (RBFRS) collects and processes personal data relating to job applicants or attendees. RBFRS is committed to being transparent about how it collects and uses that data and to meeting obligations under the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

RBFRS is the data controller for the information you provide during the recruitment process or pre-application activities unless otherwise stated. If you have any queries about the processes or how we handle your information please contact us at hr@rbfrs.co.uk.

What information we collect about you

RBFRS collects and processes 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
- Whether or not you have a disability for which RBFRS needs to make reasonable adjustments during the recruitment process or event.
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, religion or belief
- Additional information relating to secondary employment

RBFRS collects this information in a variety of ways. For example data might be contained in, event screening documents, application forms, obtained from your passport or other identity documents or collected through interviews or other forms of assessment (including online tests and assessment days).

RBFRS will also collect personal data about you from third parties, such as references supplied by your former employer and information from security and criminal record checks. RBFRS will seek this information only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including in hard copy recruitment files and various electronic files and systems.



Why we need it

RBFRS 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 in order to enter into a contract with you.

In some cases, RBFRS needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's eligibility to work in the UK before employment starts.

RBFRS 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.

RBFRS processes other special categories of data, such as information about age, gender, ethnic origin, marital status, sexual orientation, health or religion or belief. This is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so. RBFRS also seeks information about criminal convictions and offences in order for it to carry out its obligations and exercise specific rights in relation to employment.

At 'Have a Go' events, you will be required to complete a Fitness Test Indemnity form should you wish to take part in a fitness assessment. This will contain sensitive medical information which will be seen by the assessors and members of the Resourcing and Development Team in order for them to assess the suitability of you undertaking the test, and to put appropriate measures in place to ensure your safety.

Any information you do provide, will also be used to produce anonymised equal opportunities statistics to inform future recruitment campaigns and allow for statistical analysis to improve RBFRS' attraction rates for underrepresented groups.

Information on recruitment campaigns is held electronically by RBFRS for a period of up to two years, and in hard copy for a period of 12 months (or up to two years for Firefighters) from the start of the recruitment campaign. If you wish for your details to be removed before this date please contact hr@rbfrs.co.uk. We may also use your contact details to contact you should you decide not to apply for a role in order for us to make improvements to future recruitment campaigns. Please contact hr@rbfrs.co.uk if you do not wish for this to occur.

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



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.

Our legal basis for processing

We will only use your personal information when the law allows us to. These are known as the legal bases for processing.

Under the UK General Data Protection Regulation (UK GDPR), it is necessary to process your personal data under the following conditions:

Purpose	Conditions for Processing
Run recruitment and promotion processes;	6(1)(b) – Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract Special Category Data: 9(2)(b) – Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement 9(2) (g) – Necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.
Maintain and promote equality in the workplace;	6(1)(c) – Necessary for compliance with a legal obligation Special Category Data: 9(2)(b) – Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement 9(2) (g) – Necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.
Responding to Freedom of Information and Subject Access Requests	6(1)(c) – Necessary for compliance with a legal obligation



What we do with it

Application information is held on an external recruitment portal and your information will be shared internally for the purpose of the recruitment exercise and with those that need access to it in order to undertake their role in the organisation. This includes members of Human Resources, Resourcing and Development, individuals involved in the recruitment process, managers in the department with the vacancy and IT staff.

RBFRS' hiring manager's shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

RBFRS will share your data with third parties if your application for employment is successful and it makes you an offer of employment. RBFRS will then share your data with your former employers to obtain references for you.

If a conditional offer of employment is made, the Service will ask you for information so that it can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. RBFRS is required to confirm the identity of their staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

At conditional offer stage you will be required to provide:

- Proof of your identity – you will be asked to provide original documents, with copies taken to be held on your personnel record file (PRF).
- Proof of your qualifications – if necessary, you will be asked to provide original documents, with copies taken to be held on your PRF.
- Where applicable, you will be required to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service which will verify your declaration of unspent convictions.
- Some roles require a higher level of security clearance – this will be clear on the advert. If this is the case, then you will be asked to submit information via the United Kingdom Security Vetting (UKSC). UKSC will be the data controller for this information.
- RBFRS will contact your referees, using the details you provide in your application, directly to obtain references. You must ensure that your referees have given you permission to share their contact details.
- RBFRS will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is an online check which will be sent to your personal e-mail address. The check is carried out by our Occupational Health provider.



If a final offer is made you will also be asked for the following:

- Bank details – to process salary payments
- Emergency contact details – so the Service knows who to contact in case you have an emergency at work

Post start date, the Code of Conduct requires all staff to declare if they have any potential conflicts of interest, or if they are active within a political party. If you complete a declaration, the information will be held on your PRF.

RBFRS takes the security of your data seriously. The Service has internal policies and controls in place 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.

Sharing your information

There are a number of reasons why we may share your information outside of our Service. This can be due to:

- ✓ Our obligations to comply with current legislation
- ✓ Our duty to comply with a Court Order
- ✓ You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the UK General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Economic Area (EEA).



How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept.

If your application for employment is unsuccessful, RBFRS will hold your data electronically for a period of up to two years, and in hard copy for a period of 12 months (or up to two years for Firefighters) from the start of the recruitment campaign. At the end of that period, your data is deleted and destroyed. If you wish for your details to be removed before this date please contact hr@rbfrs.co.uk.

If you are successful following assessment for a position you have applied for, but RBFRS is not in a position to offer you a role, we may ask if you would like your details to be retained in our pool for a period of 12 months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which data will be held can be found in the retention schedule available on the RBFRS intranet (Siren). You will be provided with a new privacy notice, but this is also available to view on the RBFRS intranet.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

Your rights

Under the UK General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.



If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - your data matters](#).

Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

17 October 2023

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FIRE AND RESCUE SERVICE

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