

Lancashire Fire and Rescue Service Privacy Notice

Human Resources – DBS Checks (Disclosure and Barring Service)

General Data Protection Regulation (UK GDPR) Privacy Notice for all Grey book and selected Green Book employees of Lancashire Fire and Rescue Service.

What is the purpose of this document?

Lancashire Fire and Rescue Service (LFRS) is committed to protecting the privacy and security of your personal / sensitive information.

This privacy notice describes how we collect and use personal information about you during your working relationship with us, in accordance with the UK Data Protection legislation.

It applies to all Grey Book and selected Green Book employees. Not all aspects of this privacy notice apply to all categories; personal data will be processed in accordance with the circumstances relevant to each category of person.

If you have any queries about the process or how we handle your information please contact us at Human Resources, Lancashire Fire and Rescue Service, Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH.

This notice does not form any contract of employment or other contract to provide services. We may update this notice at any time.

How is your personal information collected?

You will be required to complete a MS Forms questionnaire which will provide Human Resources with the relevant information needed to complete an online DBS Check submission, relating to you, using the uCheck platform.

The kind of information we hold about you.

“Personal data” is any information about a living individual which allows them to be identified (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and other legislation relating to personal data and rights, such as the Human Rights Act.

The data we may collect about you includes, but is not limited to:

- Name, address and any other contact details such as email address and telephone numbers;
- Passport/Visa details;
- Whether or not you have a criminal record including unspent convictions (no detail about convictions is required on the MS form; just a 'Yes' or 'No' answer).

This data may be refreshed as required to conduct the periodic vetting and integrity checks.

Lawful basis for processing

Lancashire Fire and Rescue Service will process personal data under the following articles of the UK GDPR:

- Article 6(1)(b) – Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- Article 6(1)(c) – Legal Obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- Article 6(1)(e) – Public Task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

The Data Controller will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as is necessary for the purposes we have told you about;
- Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your personal data and to protect personal data from loss, misuse, unauthorised access and disclosure.
- the data subject in the field of employment or social security or social protection law.

Automated decision making, including profiling.

When Lancashire Fire and Rescue Service process your information, we will not process your data to make a decision by wholly automated means.

Sharing your personal data:

Your data will only be accessed by appropriate HR personnel. The data will be uploaded via the uCheck online portal and submitted to the Disclosure and Baring Service.

How do we keep your information secure?

We are committed to ensuring that your personal data is safe and processed securely. To prevent your personal data from being accidentally lost, used or accessed in an unauthorised manner, altered or disclosed, we have put in place suitable physical, electronic and managerial measures. These include information Data Protection training for our staff. We have also compiled procedures to safeguard and secure the information that we hold about you which our staff adhere to.

We limit the access to your personal information to those employees who have a business need to know, for instance through secure work areas and access controls on all our systems. Employees, contractors and other third parties who handle personal data will only process your personal information in line with our direct instructions.

How long do we keep your personal data?

Lancashire Fire and Rescue Service keeps your personal information as long as is necessary for the particular purpose, or purposes, for which it is held.

Records that contain your personal information processed for “general data” purposes will be managed in accordance with the Service’s retention schedule.

Your rights and personal data:

A key area of change in the Data Protection Act relates to individuals’ rights. The law refreshes existing rights by clarifying and extending them and introduces new rights. However, your information rights will be dependent on the reason why the data was collected, how the data was collected and why it is being used.

Further processing:

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, we may provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions, prior to commencing the processing. We will seek your prior consent to the new processing if this is appropriate.

Your Rights

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

- Request sight of the information that we are holding on you.
- Request the rectification of any inaccurate personal data.
- Request erasure of personal data.
- Request restriction of processing.
- Object to the processing of your data.
- Data portability.
- Lodge a complaint with the Information Commissioner's Office.
- Request to withdraw consent where the processing is based on consent.

To find out more about your rights [click here](#)

If you have any concerns or would like to discuss how we use your information, please contact:

Information Governance
Lancashire Fire and Rescue Service
Fire Service HQ
Garstang Road
Fulwood
Preston
PR2 3LH

Email: infogov@lancsfirerescue.org.uk
Telephone: 01772 866842

Or:

The Data Protection Officer

Email: infogov@lancsfirerescue.org.uk

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

Telephone: 0303 123 1113

Changes to this Privacy Notice

We keep this privacy notice under regular review. It will be reviewed at least once every 3 years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidelines.

Changes to this Privacy Notice	
First Issued:	01 June 2024
Next Review:	01 June 2027