



## **How our recruitment team use personal information**

### **Introduction**

This privacy statement relates to how South Wales Fire & Rescue Service (SWFRS) use your personal data in relation to recruitment, particularly how your application for employment is processed by the service.

### **What personal information is collected/held?**

The details we hold will be the information you enter either on our e-recruitment application form, or that you send to us via email as part of the application process.

If you have chosen to complete the Equal Opportunities section of the E-recruitment form, this information will be held for statistical purposes only and will not be linked to your application. This information will not be used for any other purpose – and does not form part of the actual recruitment process.

### **Why do we collect information about you?**

The details you provide will be used only to process your application for employment. The information enables us to ensure that you fit the job description and person specification, and to enable the selection panel to make an informed decision about your suitability to the post.

Some of your personal details will be used to enable us to verify your identity and to confirm that you can legally work within the UK.

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

When you submit your application it will be used for the following tasks:

- To enable communication between our Recruitment and Assessment Team and yourself,
- To enable consideration of your application for the shortlisting and interview process,

For successful candidates the information will be retained in order to automatically update your personnel record file. This information can be updated by you in the event of any changes.

We will use and retain the information only in a manner that complies with relevant data protection legislation.



We will endeavour to keep your information accurate and up to date – however, if you believe the information we have is incorrect or you know some details have changed, please let us know so that we can record those changes.

We will not keep any information longer than is necessary for the purpose we collected it for, or use it for anything else unless we have told you about it (or because we have been legally required to do so).

Information relating to unsuccessful candidates will be retained for one year. Candidates who have been placed on a holding list will be advised how long that list will remain current and information retained accordingly. Successful candidates will have their information held on their personnel record file.

If we are disposing of information, we will make sure that we do so in a secure way. Electronic information is deleted from our systems, any paper copies of information are stored securely then shredded on site.

### **Legal Basis to Collect Your Data**

In order to collect or use personal information we must have a valid legal or lawful basis. In this case the following bases apply:

- **The processing is necessary for the performance of a contract to which you (the data subject) is party, or in order to take steps at the request of the data subject to entering into a contract.**

You are seeking an employment with the service. In order for us to process your application, we require certain personal information.

- **The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller**

SWFRS have a responsibility to employ staff in order to provide the services that we are required to provide under various legislative provisions and frameworks. We need to collect certain personal information to ensure that we are employing the right people for those roles.

- **The processing is necessary for compliance with a legal obligation of the controller**

We are required by law to make certain checks – such as an individual's right to work in the UK.

Where we ask for information relating to your health, we must identify a further legal basis. In this case that legal basis is:

- **The processing is necessary for the purposes of carrying out our obligations in the field of employment**

In certain roles, it is imperative that individuals meet strict health and fitness levels. This is to safeguard your health, safety and welfare as well as others.

### **How we protect your information**



Our aim is to be professional in the collection of your personal data and not to be intrusive, and we will not ask irrelevant or unnecessary questions. The information you provide will be subject to rigorous measures and procedures to ensure it cannot be seen, accessed or disclosed to anyone who should not see it.

The information you provide will be held securely on our IT system, accessible only to authorised users – namely our Recruitment and Assessment team, and the individuals selected for the Shortlisting and Interview Panel.

### **Who Else Will have access to your information?**

The data you provide within your application form may be accessed by all members of our Recruitment and Assessment team, and, if required by other members of our wider HR team.

It will also be provided to members of the Shortlisting and Interview Panel, as part of the selection process. Those individuals are provided with this information alongside full guidance on confidentiality and are not permitted to discuss any aspect of applications with anyone other than Recruitment and Assessment. Equal Opportunities monitoring information is not provided to the panel, and it does not form part of the shortlisting or interview process.

Our On-line application process is hosted through a third party system – CoreHR. The data is securely stored on servers provided by CoreHR, however they have no direct access to your personal information.

### **Why we share your information**

Your personal information will not be disclosed or shared with anyone (other than detailed above); unless we are required by law to do so.

### **Your rights**

Data Protection legislation ensures that you have control of your personal data, and you have specific rights afforded to you. These are

- The right to access your information – you may request a copy of the information that we hold about you.
- The right to request we correct or remove information which you think is inaccurate.
- You also have the right to request that we stop processing your personal information or that we delete it.

Should you wish to discuss or invoke any of these rights, or have any further queries about how SWFRS use your personal data, please contact our Information Governance and Compliance Officer.

**Gwasanaeth Tân ac Achub**  
De Cymru



South Wales  
**Fire and Rescue Service**

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You also have the right to raise any concerns you have with the Information Commissioner, who oversees Data Protection Legislation. Further information can be found on their website - <https://ico.org.uk/concerns/> or you can contact them here:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone - 0303 123 1113