

Kent Fire and Rescue Service – records of primary employment

This notice is one of a set which explain what data we collect, store and process to provide our services to customers. It also sets out the legal basis we are using for collecting the data stated.

It should be read alongside our overall [privacy notice](#) and the **breach process**, which sets out what we will do should any data we collect be lost or misused.

What data does this notice cover?

This notice covers the issue of primary employment on on-call firefighters.

Our legal bases

More than half the fire stations in Kent and Medway operate an on-call duty system. Where this system is deployed, under the working time directive, we have a **legal** requirement to be made aware of an applicant's or existing on-call firefighter's primary employer and the role they perform.

As part of the formal recruitment process for an 'On Call' contract and where the on call element is in addition to other primary employment the employee will be required to provide details of this employment. The Authority will then request the necessary details from the primary employer and on this basis we will identify whether the nature of this employment has any potential conflict with the Authority. It will also be a condition of employment with the Authority that the employee has advised and received the permission of their primary employer of their application for employment to work the 'On Call' duty system. This will ensure the Authority's obligations relating to working time and driving legislation can be met. The details of any subsequent changes to primary employment must also be provided.

What type of data is collected?

As part of your **contract** of employment with us, we will collect your personal details including your name, role, post applied for, existing primary employment details including role and working hours.

As part of your **contract** of employment with us, you must keep this information up to date.

As part of our **legal duty** under the working time directive, we will record the hours you have given availability to the fire and rescue service, and the hours you have spent at incidents, or performed other tasks under your contract of employment or as directed by your line manager.

Who might we share your data with?

Records of primary employment may be shared with primary employers if the Authority is running an investigation under its code of conduct. We may also provide information following a request from a primary employer for information about their employees working time with the Authority.

Where is the data stored?

Records of primary employment are securely stored in the Authority's document management system, with access limited to relevant staff in Human Resources.

How long will we hold your data for?

Data will be stored for the duration of your employment with the Authority in an on-call role.

What are my rights?

You have the right of access to any data we hold which identifies you. You can ask to see it by making a subject access request. Guidance for making a request is available [here](#). We do not charge for making a subject access request.

If you do not provide the requested data, that may constitute a breach of contract which the Authority will investigate.

If you want to amend any data we hold about you, or query why we hold it, please email dataprotection@kent.fire-uk.org or [contact us](#).