

Kent Fire and Rescue Service privacy notice – leavers

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 data we will continue to hold once you have left the employment of the Authority.

Our legal basis

When you leave the organisation, records related to your leaving will be created and stored. These may contain personal and identifiable data, and may in some case contain personal sensitive data about you, such as medical conditions. We have a duty under your **Contract** of employment to maintain these records and keep them securely.

We process this data under Section 9H special conditions of the General Data Protection Regulations, as adopted within the Data Protection Act 2018, namely:

“(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3”

What type of data is collected?

Sensitive and personal data you (or your next of kin) may provide us include:

- Resignation letters
- Requests for early retirement
- Notification of death post retirement

Sensitive and personal data we will create and store about you includes:

- Formal notifications of redundancy including any financial offers for compensation for early termination of contract
- Formal offers of garden leave pre-retirement
- Formal notifications of dismissal
- Formal notifications of retirement
- Notifications from our occupational health advisors on ill health

Who might we share your data with?

Relevant data will be passed to the Authority's pension's administrators (see *privacy notice template 016 - pensions administration*) for the payment of the relevant pension. Data will also be shared with staff responsible for crewing fire engines to remove you from operational rotas, where appropriate,

Where is the data stored?

Data related to leavers is stored securely in the Authority's finance system [hosted within our network] and in the Payroll system [cloud based]. As part of our contract with our payroll provider we have assured ourselves of their data security arrangements.

How long will we hold your data for?

All data related to leavers is stored for six years following the leaving date. Data relating to ill health retirements is maintained for a period of forty years.

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.

To enable us to make a payment to you after leaving the organisation, you must keep your details with us up to date, Failure to do so, or if you choose not to provide the required details, will delay payments due to you, or may result in pensions not being paid to at all.

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](#).