



## Privacy Notice

### Cumbria Fire and Rescue Service (CFRS) - Planning, Improvement and Performance Team

When processing your personal data, the council is required under Articles 13 and 14 of the General Data Protection Regulation (GDPR) to provide you with the information contained in this document.

#### Data Controller

|                            |   |
|----------------------------|---|
| <b>Name</b>                | Cumbria County Council                                    |
| <b>Address</b>             | Cumbria House, 117 Botchergate, Carlisle, Cumbria CA1 1RD |
| <b>Registration Number</b> | Z5623112  |

You can search the Information Commissioner's Register of Fee Payers at:  
<https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

#### Data Protection Officer

The council's Data Protection Officer is Claire Owen. You can contact the Data Protection Officer by:

Email: [dataprotection@cumbria.gov.uk](mailto:dataprotection@cumbria.gov.uk)  
Post: Cumbria County Council, Legal and Democratic Services, 1<sup>st</sup> Floor, Cumbria House, 117 Botchergate, Carlisle, Cumbria CA1 1RD  
Online: [Contact Form](#)

## Purpose

We are Cumbria Fire and Rescue Service (CFRS) - Planning, Improvement and Performance Team and we are responsible for providing the following services:

- directing and organising performance and intelligence within CFRS
- supporting the performance and risk management framework
- progressing more effective performance reporting and management
- minimising demand across all stakeholders
- supporting a range of business-critical projects
- supporting the effective management of staff health and safety

Personal data (see [Data Types](#)) acquired from the council's integrated payroll and HR system (iTrent) is required for:

- static reporting e.g. quarterly performance reporting
- dynamic or 'live' data reporting e.g. on-going performance management

## Data Collection

Data is collected from iTrent via:

- direct requests submitted via the People Management Portal
- data reporting tools such as SSRS and PowerBI

### Static Reporting

iTrent data comprises a range of indicators for static performance reporting across the service. In many cases iTrent data supports a baseline for percentage reporting against key indicators (e.g. % staff completed safety critical breathing apparatus training) and so needs to be up to date at the time of reports being completed.

### Dynamic or Live Data Reporting

Dynamic iTrent data is needed to support more effective performance management across the service, particularly in relation to training and development where CFRS staff are required to complete essential training (recorded within systems other than iTrent - PDRPro, LearnPro, Sharepoint) and management is required across all tiers within the service.

## Data Types

The following data is required to meet performance management requirements and to enable officers to reach informed and robust recommendations and decisions:

- iTrent data (Establishment report, csv format)
- Personal Reference

- Surname
- Forename
- Gender
- Joining Date
- Leaving Date
- Position Reference
- Position
- Level 4 Unit
- Level 5 Unit
- Level 6 Unit
- Level 7 Unit
- Post
- Post Group
- Manager Surname
- Manager Forename
- Manager Pos Ref
- Manager Position
- Contractual Hours
- FTE Hours
- Position Type

## Legal Basis for Processing Data

When we collect your personal data (such as name, age, address) we rely on the following legal bases:

- **GDPR Article 6(1) (c) Legal Obligation**
- **GDPR Article 6(1) (e) Public Task/Public Interest/Official Authority**

Where the council is relying on UKGDPR Article 6(1)(c) all Relevant Legislation is listed below.

## Relevant Legislation

These legal bases above are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities, including:

- Health and Safety at Work Act
- HMICFRS

## Automated Decision-Making/Profiling

We do not use your information for automated decision-making or profiling purposes.

## Data Transfers

Your personal data is not transferred to a third country or international organisation.

## Redaction

We operate a policy where we routinely redact the following details before making forms and documents available online:

- contact details e.g. telephone numbers, email addresses
- signatures
- personal or special category data
- information agreed to be confidential or commercially sensitive

Occasionally it may be considered necessary, justified and lawful to disclose data that appears in the list above. In these circumstances the council will make all reasonable efforts to contact you if this processing is going to have an impact on your rights or privacy.

## Data Sharing

Data will be used by internal business units, with the exception of non-person identifiable statistics that will be shared with HMICFRS.

## Data Security and Retention

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 2018. This means that, if we keep any of your personal data we must:

- tell you what information we need to collect from you
- only use the information for the reason we have agreed with you
- not ask for more information than we need to provide the services
- let you see any information we have collected about you, on request
- keep the information safe, secure and confidential
- personal information will be deleted in accordance with council policy

The information you supply will be kept on a secure council system and can only be accessed by authorised employees within the Cumbria County Council's Cumbria Fire Rescue Service and Cumbria County Council's Performance and Intelligence Team.

## Your Rights - Data Subject Access

The General Data Protection Regulation (GDPR) provides you with the right to access information the council, as a public authority holds about you. Upon receipt of a valid request the council will:

- provide you with a response within one month
- let you know if your request is subject to an extension
- make reasonable efforts to comply with the format of your request
- inform you if your request is going to be refused or a charge is payable

You can make a Data Subject Access Request by contacting:

Email: [information.governance@cumbria.gov.uk](mailto:information.governance@cumbria.gov.uk)  
Post: Cumbria County Council, Information Governance Team  
Parkhouse, Baron Way, Carlisle CA6 4SJ  
Telephone: (01228) 221234  
Online: [Contact Form](#)

## Your Rights - Other

In addition to your right of access the General Data Protection Regulation (GDPR) also gives you the following rights:

- the right to be informed via the council's Privacy Notice
- the right to withdraw your consent. If we are relying on your consent to process your data then you can remove this at any point
- the right of rectification, we must correct inaccurate or incomplete data within one month
- the right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information
- the right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future
- the right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked
- the right to object. You can object to your personal data being used for profiling, direct marketing or research purposes
- you have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention

Where our processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on – in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

Unless otherwise stated above you can exercise any of these rights by contacting:

Email: [dataprotection@cumbria.gov.uk](mailto:dataprotection@cumbria.gov.uk)  
Post: Cumbria County Council, Legal and Democratic Services, 1<sup>st</sup> Floor,  
Cumbria House, 117 Botchergate, Carlisle, Cumbria CA1 1RD  
Online: [Contact Form](#)

## Verifying Your Identity

When exercising the rights mentioned above please be aware that under GDPR Article 12(6) additional information can be requested to verify that you are the data subject if your identity is unconfirmed. Please note that:

- additional documentation is only required when the council cannot verify your identity using internal council systems that relate to the service you are requesting information about
- the council will contact you for this documentation prior to processing your request
- the statutory deadline for responding to your request will start when you have provided the additional documentation
- failure to provide additional documentation may lead to the council rejecting your request

## Complaints

If you have any concerns about the information contained in this Privacy Notice please contact: [pandi@cumbria.gov.uk](mailto:pandi@cumbria.gov.uk).

If you have concerns about the way the council has processed your data, please contact the council's Data Protection Officer via:

Email: [dataprotection@cumbria.gov.uk](mailto:dataprotection@cumbria.gov.uk)

Post: Cumbria County Council, Legal and Democratic Services, 1<sup>st</sup> Floor, Cumbria House, 117 Botchergate, Carlisle, Cumbria CA1 1RD

Online: [Contact Form](#)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO): <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>