

Data Protection Impact Assessment (DPIA) Summary

DPIA009 - Stage 2 Summary

Date Reviewed: 01/10/2021

Service Area/Team:

Digital Assurance

Project name/title for work:

FireWatch Cloud

SUMMARY OF PROJECT: This is Humberside Fire and Rescue Services main HR system. It is moving to the newest version of the software which is hosted in a United Kingdom data centre.

We collect the following data from our staff members due to legal requirements:

- Full Name
- Date of birth
- Gender
- Address, telephone number, e-mail address
- Payroll number, National Insurance number, Service/Post number
- Race and Ethnicity
- Religious Belief
- Sexual Orientation
- Health information
- Criminal Records
- Sickness, Disciplinary and Grievance Records

This allows us to continue to effectively and efficiently manage all elements of human resource functions.

Assurances:

- Only people who need access to the system can and this is managed by the system administrator.
- We publish Privacy notices on the website and update them when needed to tell people what data we use, how and why.
- HR staff only share data that helps managers carry out tasks like absence management and disciplinaries.
- The cloud environment reduces the loss of access to data from happening.
- We don't keep this personal information for longer than needed.
- Employees must tell the service about any change to personal details by submitting a form.
- HR regularly check the information by sending a blank Personal Data Review form to all staff.