

Data Protection Impact Assessment (DPIA) Summary

DPIA018 REF - Stage 2 Summary

Date Reviewed: 09/01/2023

Service Area/Team:

Occupational Health & Wellbeing

Project name/title for work:

Counselling Services

SUMMARY OF PROJECT: Humberside Fire and Rescue Service will give employees access to counselling services. This is to support their mental health and wellbeing and create a more productive workforce with a reduction in absence. We will give the counsellor details of an employee referred for counselling.

These details will include:

- Name
- date of birth
- service number
- contact telephone number

Assurances:

- We publish Privacy Notices on our website. These explain the process to each user when they request the service.
- Occupational Health staff will only share data if they have consent from the person the data is about.
- The system does not allow us to delete records.
- The system administrator has a tight control over who has access to the system.
- The software has built in automated retention schedules. This makes sure that data is not kept for longer than is needed.
- Information is only shared between the Occupational Health team and known service providers.
- HR staff are trained to use the system. We ask them to check the records before adding to entries particularly where there are similar names on the system.