

Data Protection Impact Assessment (DPIA) Summary

DPIA032 REF - Stage 2 Summary

Date Reviewed: 09/10/2024

Service Area/Team:

Human Resources

Project name/title for work:

DBS Process

Summary of Project: Humberside Fire and Rescue Service are required to hold DBS checks. The level of check is dependent on the type of activity the member of staff will be involved in. This is following changes to the Rehabilitation of Offenders Act (Exemptions) Order 1975. We will use Essex County Council to process the applications on behalf of HFRS. This allows our HR team to determine suitability for employment or the specific role.

Individuals provide us with the following information which allows us to complete the check:

- Full name
- Date of birth/age
- Gender
- Address
- E-mail

Assurances:

- Only people who need to access the system can access it. They do this with a unique log in that provides different types of access depending on their role.
- Information is not kept for longer than is needed.
- The Privacy Notice is published on the website. This explains how and why your data is used. There is also a policy published providing full information about the process.
- HR are only advised when there is a disclosure, and they contact the person to discuss.
- HR staff are trained in the use of our systems. They are also asked to check the records before adding entries, particularly where there are similar names on the system.
- The system has a built-in record of all activity on the system.