

Data Protection Impact Assessment (DPIA) Summary

DPIA034 REF - Stage 2 Summary

Date Reviewed: 13/12/2022

Service Area/Team:

Organisational Development

Project name/title for work:

Performance and Development Reviews

SUMMARY OF PROJECT: Humberside Fire and Rescue Services have an Organisational Development (OD) team. They collect data for all staff members. We collect this through an online Personal Development Review (PDR) questionnaire. The PDR includes personal information and discussions around development and training needs. All the information is shared between the manager and staff member by email. The training information is sent to a Microsoft Dashboard. The OD and Training team then use it to produce the services Training Needs Analysis (TNA). This is to make sure that staff training needs can be met. It also makes sure that their welfare is discussed with their line manager. This supports the delivery of the service.

Assurances:

- Guidance on how to follow the process is given to managers.
- Access to the systems is given based on a person's role with their own log in.
- Only certain members of staff can delete records. All activity is recorded on the system.
- The system is backed up regularly so will always be available.
- We publish Privacy Notices on the website to tell people how their data is being used. We review this every year.
- Staff accounts are set up carefully when people have the same or similar names. Changes to line management are updated on the system. This is done quickly to make sure that automatic e-mails go the right person.
- The individuals review the information before the final copy is added to the file.