

Privacy Notice



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Medical Appointments

The categories of the information that we collect, process, hold and share include:

The information we collect includes:

- Name
- Date of birth
- Contact details
- If the individual is wholetime or on-call firefighter
- Date the medical is due
- Date booked

Why we collect and use this information

To ensure the individuals attend a medical every three years as per Service policy.

The information is used to contact an individual whose medical test is due; to arrange an appointment to ensure their compliance. The individual's medical has to be in date prior to the fitness test.

The lawful basis on which we use this information

Our lawful reason to use this personal information is that is necessary to ensure the health, safety and wellbeing of the individual prior to the fitness test.

Article 6(1)(b) - you have a contract with the individual and you need to process their personal data to comply with your obligations under the contract

Article 9(2)(h) - processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Collecting this information

Any personal information obtained for this process is provided by the Health Safety and Wellbeing Team. Email contact details are provided by the individual for the pre-course information to be sent.

Storing this information

Any personal information will be held electronically in a secure folder, which only the Community Safety Admin Team can access. The retention of this data will be the year of the medical plus three years. Once the information is no longer relevant for the purpose, the information will be deleted.

Any personal information held in emails will be deleted once the information has been inputted into the secure folder.

Who we share this information with and why

The information is shared with the Health Safety and Wellbeing Team who carry out the medicals to inform them of the date and time the individual is booked to attend the medical appointment.

Requesting access to your personal data and your rights

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

You are legally entitled to request access to any information about you that we hold, and a copy using the subject access request. Use the links below to find out more:

[Data Protection web page](#)

[Rights of Access, Rectification and Erasure Request](#)

Contact details of the Data Protection Officer

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

Address: Data Protection Team,
Cornwall Council,
County Hall, Truro, TR1 3AY

Telephone: 01872 326424

Email: dataprotection@cornwall.gov.uk

Further information

If you have concerns about the use of your personal data, the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

If you would like to know more about Resilient Cornwall, including Cornwall Fire & Rescue Service, the information we hold about you and how we handle that information and keep it safe:

www.cornwall.gov.uk/fire

To find out more about the data collection requirements placed on us by the Home Office (for example; regarding incidents and prevention work) go to

<https://www.gov.uk/government/collections/fire-statistics>