

# Privacy Notice for Human Resources

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## The reason we use your data

We use your personal information to manage all matters relating to employment, employee relations and responsibilities including:

- to manage staff annual leave, performance, apprentices, feedback and misconduct, payments and grievances
- to maintain a Staff Interests and Disclosures Register
- to process staff eye test requests
- to process staff Health Surveillance forms and referrals
- to manage staff training, redundancy, transfers, attendance and recruitment
- to administer a staff pension scheme
- to undertake staff risk assessments
- to report and investigate accidents
- to restructure the organisation

## What Information we collect

The information collected include but not limited to:

- Name
- Date of birth
- Address
- email addresses
- telephone numbers
- Gender
- Nationality
- National Insurance number
- Marital status and dependants
- Entitlement to work in the UK
- Next of kin and emergency contact information
- Details of your education, qualifications, skills, experience and employment history
- Information about your salary
- Bank account details, payroll records and tax status information
- References
- Start date
- Location of employment or workplace

- Copy of driving licence
- Employment records
- Photos
- Disabilities
- Medical condition
- Performance information
- CCTV footage and other information obtained through electronic means such as ID card.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- if you are under 16, the name, address and contact details of your parent or guardian
- Disciplinary & Grievance information
- Identity data [name, address and contact details, date of birth, gender]
- Vehicle information [car details including registration and driving licence]
- Contractual information [terms and conditions of your employment, working pattern and working hours, remuneration, including entitlement to benefits]
- Skills and experience [qualifications, skills, experience and employment history]
- Financial and payment information [bank account and national insurance number]
- Relationship information [marital status, next of kin and their emergency contact information, child's details (if claiming childcare vouchers)]
- Entitlement to work [nationality, entitlement to work in the UK, criminal record check]
- Employee management information [leave dates and reasons, sickness absence and investigations, performance and improvement plans, disciplinary and grievance investigations]
- Health Information [medical or health conditions, including whether or not you have a disability]
- Trade union membership [the trade union you have a membership with]

## **Purpose**

**Contract** - We need to process data to enter into an employment contract with our employees and to meet our obligations under this employment contract.

**Legal obligation** – We have legal obligations we need to comply with for example under employment law and other linked legislation such as health and safety and equalities legislation which requires us to process personal data to fulfil our responsibilities.

**Legitimate interests** - a legitimate interest in processing personal data before, during and after the end of the employment relationship to assist with the following;

- Run recruitment processes
- Maintain accurate records

- Manage employees' performance, career development, absence and ensure appropriate conduct and effective workforce management
- Effective general HR and business administration
- Provide and request references

Respond and defend against legal and insurance claims

### **Who we can share your data with**

We can share your data with:

- National Regulators e.g. Information Commissioner's Office, Ombudsman, Investigatory Powers Commissioner
- Judicial Agencies e.g. Courts
- Police
- Probation
- Health agencies inc. occupational health providers
- Education Providers
- Government Departments e.g. DWP, HRMC, Education, S4c
- Immigration Services
- Disclosure & Barring Service
- Regulatory Bodies
- Pension Providers
- Trade Unions
- Elected Members & MPs (as your representative)
- Commissioned partners e.g. staff benefit scheme
- Other businesses/organisation (references, market pay organisations)
- Employment agencies
- Contractors providing IT services
- Other Council departments including shared services

### **When computers make any decisions about you**

Not applicable

### **How long we keep your data for**

We keep records in line with the Council Retention Schedule. This mean some records may be kept permanently.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us