



Saltash Town Council

Policy/Procedure:

Data Protection Privacy Notice (Employment)

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
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Date	August 2018	Date of approval	
Responsible Officer	ajt	Minute reference	
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
August 2018	1	Ellis Whittam	GDPR required document

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

1. Data Protection Privacy Notice (Employment)

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

2. Who collects the information

Saltash Town Council is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (Employment).

3. About the information we collect and hold

The table set out in **Error! Reference source not found.** summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in **Error! Reference source not found.** with other parties, such as external contractors and our professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

4. Where information may be held

Information may be held at our offices, and third-party agencies, service providers, representatives and agents as described above.

5. How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our Data Retention and Disposal Policy.

6. Your rights to correct and access your information and to ask for it to be erased

Please contact our Senior Policy and Data Compliance Monitoring Officer. If (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Senior Policy and Data Compliance

Monitoring Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Senior Policy and Data Compliance Monitoring Officer will provide you with further information about the right to be forgotten, if you ask for it.

7. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

8. How to complain

We hope that the Senior Policy and Data Compliance Monitoring Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Your name, contact details (ie address, home and mobile phone numbers, email address) and emergency contacts (ie name, relationship and home and mobile phone numbers) <input type="checkbox"/></p>	<p>From you</p>	<p>To enter into/perform the employment contract</p> <p>Legitimate interest: to maintain employment records and good employment practice</p>	<p>To enter into/perform the employment contract</p>
<p>Details of salary and benefits, bank/building society, National Insurance and tax information, your age <input type="checkbox"/></p>	<p>From you</p>	<p>To perform the employment contract including payment of salary and benefits</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To ensure you receive the correct pay and benefits</p> <p>Information shared with HM Revenue & Customs (HMRC)</p>
<p>Details of your spouse/partner and any dependants <input type="checkbox"/></p>	<p>From you</p>	<p>To perform the employment contract</p>	<p>To ensure you receive the correct pay and benefits</p>

		including employment-related benefits, eg pension	Information shared with HM Revenue & Customs (HMRC)
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence <input type="checkbox"/> (Where appropriate to your role.)	From you	To perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To ensure that you have a clean driving licence Information may be shared with our insurer
Details of your pension arrangements, and all information included in these and necessary to implement and administer them <input type="checkbox"/>	From you, from our pension administrators Cornwall Pension Fund and (where necessary) from your own pension fund administrators	To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and	To administer your pension benefits AND/OR To comply with our auto-enrolment pension obligations Information shared with our pension administrators Cornwall Pension Fund, and with HMRC

		to comply with legal, regulatory and corporate governance obligations and good employment practice	
Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health) <input type="checkbox"/>	From you, from your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators	<p>To perform the employment contract including employment-related benefits</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits</p> <p>To comply with our legal obligations to you as your employer</p> <p>Information shared with your doctors, with medical and occupational health professionals we engage and with our insurance benefit administrators</p> <p>For further information, see * below</p>
Criminal records information, including the results of Disclosure and	From you and the DBS	To perform the employment contract	To carry out statutory checks

Barring Service (DBS) checks <input type="checkbox"/>		<p>To comply with our legal obligations</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>
Information on grievances raised by or involving you	<p>From you, from other employees and from consultants we may engage in relation to the grievance procedure</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>For staff administration, to follow our policies and to deal with grievance matters</p> <p>Information shared with relevant managers, and with consultants we may engage</p>
Information on conduct issues involving you	<p>From you, from other employees and from consultants we may engage in relation to the conduct procedure</p>	<p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate</p>	<p>For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and</p>

		governance obligations and good employment practice, to ensure safe working practices	grievance matters Information shared with relevant managers, and with consultants we may engage
Details of your appraisals and performance reviews	From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, and with consultants we may engage
Details of your performance management/improvement plans (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe	For staff administration and assessments, to follow our policies and to monitor staff performance Information shared with relevant managers, and with consultants we may engage

		working practices	
Details of your time and attendance records	From you	To perform the employment contract Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences	For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance Information shared with relevant managers, and with consultants we may engage
Information in applications you make for other positions within our organisation	From you	To enter into/perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To process the application Information shared with relevant managers, and with consultants we may engage
Details in references about you that we give to others	From your personnel records, our other employees	To perform the employment contract	To provide you with the relevant reference

		<p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the recipient(s) of the reference</p>
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You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as [*set out example, eg contractual sick pay*] and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Information and Data Protection Policy and Criminal Records Information Policy, available in the office or on request from the Senior Policy and Data Compliance Monitoring Officer.