

GDPR – Privacy Notice



Short Privacy Notice:

As an employer the Council collects and processes your personal data for Welfare purposes where an employee approaches or is referred to Welfare Services for support and counselling purposes. We will process your personal data in accordance with the General Data Protection Regulations or other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulation or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) our [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when the North Lincolnshire Council Human Resources Welfare Service collects and uses your personal data for Welfare Services in accordance with the General Data Protection Regulation or other relevant legislation.

	Complete the following fields:
Data Controller	North Lincolnshire Council
Contact details:	Welfare Services Hewson House Station Road Brigg DN20 8XD
Purpose for processing your personal data	To manage and support employee Welfare Service activities, including: <ol style="list-style-type: none">1. Management, HR, union or GP referrals;2. Self referrals;3. Ill Health Retirement applications, and4. Contributing to employee health claims.
Will we use your personal information for other purposes?	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except were we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.

The Organisations acting on our behalf to process your personal data	None.
The fair and lawful basis for processing your personal data	<p>Processing basis 1: Processing is necessary in order to meet our duties as an employer (Article 6(1)(c) compliance with a legal obligation).</p> <p>Processing basis 2: Processing necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1)(b) re contract of employment).</p> <p>Processing basis 3: 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 of Article 9; (Article 9(2)(h)).</p>
Are you required to provide the Council with your personal data	You are required to provide the minimum personal data necessary for us to manage your request for Welfare/Counselling Support Service request. Failure to provide the minimum necessary personal data we require could prevent us offering you this service or could restrict the support available to you.
Does the processing involve automated decision-making, including profiling?	No
Can you withdraw your consent for processing?	No
Who we will share your personal data with	<p>Generally we will not share your personal or special categories of personal data outside of Welfare Services. However, there are occasions when legislation requires us to share this data or requires us to consider sharing this information such as when your or someone else's health and safety could be at risk. In these situations your information could be shared with:</p> <ol style="list-style-type: none"> 1. Internally within the Council to support health and wellbeing; 2. Data Subject and their nominated representatives; 3. Health professionals; 4. Law enforcement agencies and bodies;

	<p>5. Courts and Tribunals; 6. Insurers / Insurance companies; 7. Legal representatives, and 8. Referring organisations.</p>
Transfers of personal data to a third country	Not routinely disclosed or transferred to recipients outside of the UK.
How long we will retain your personal data for	<p>Your personal data is retained in accordance with our legal obligations, which are set out the Human Resources section of our retention schedule.</p> <p>Retention is generally 6 years from the last contact but this but this may be extended to reflect statutory or business requirements.</p>
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our websites</p> <p>NLC: http://www.northlincs.gov.uk/your-council/information-and-performance/information-governance/dataprotection/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Phillipa Thornley Email: cutsomerervice@northlincs.gov.uk Telephone: 01724 297000 Post: North Lincolnshire Council, Hewson House, Brigg, North Lincolnshire, DN20 8XB</p>