

Human Resources and Organisational Development Privacy Notice

Short Privacy Notice

As an employer the Council collects and processes your personal data for employment and application for employment purposes. We will process your personal data in accordance with the UK General Data Protection Regulation and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the UK 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

North Lincolnshire Council is committed to being transparent about how it collects and uses personal data to meet its data protection obligations. This privacy notice explains how we use any personal and sensitive personal information we collect about you in relation to your prospective, current or former employment with us. We will at all times process your personal data fairly and lawfully in accordance with the requirements of the Data Protection Act / UK General Data Protection Regulation.

We take the security of your personal data very seriously, and have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is accessed by only those authorised to do so in the performance of their duties.

Personal data is any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special categories of data relates to racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

It is important that the information contained in our records is both accurate and current. If your personal data happens to change during the course of your employment, please keep us informed of such changes. This can be done by updating your personal details on the Employee Portal, or if you do not have access to our ICT network by contacting your line manager.

Data Controller

North Lincolnshire Council.

Contact Details

 informationgovernanceteam@northlincs.gov.uk

 01724 296224

 North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

 www.northlincs.gov.uk

What do we do with the data we have?

Your personal data (current, former and prospective employees) is collected, used and disclosed as part of our business purpose to establish, manage or terminate employment with the Council, including:

1. determining eligibility for initial employment, including the verification of references and qualifications;
2. carrying out checks with the Disclosure and Barring Service (DBS);
3. administering pay, allowances, benefits and deductions;
4. providing information to our pension scheme providers for the administration of your pension;
5. processing requests for family, adoption, maternity, paternity, shared parental, miscellaneous and other leave;
6. processing employee work-related claims (i.e. insurance claims, industrial injury claims etc.);
7. establishing training and/or development requirements;
8. conducting performance reviews and determining performance requirements;
9. assessing qualifications for a particular job or task;
10. assessing suitability to drive vehicles on the council's business;
11. managing and supporting occupational health activities including health surveillance, management referrals, ill health retirement applications, handling health claims and pre-employment screening;
12. gathering evidence for disciplinary action or termination;
13. establishing a contact point in the event of an emergency (such as next of kin);
14. complying with employment legislation, health and safety legislation and any other legal duties;
15. for the purpose of carrying out internal audits/compliance reviews to satisfy governance requirements
16. for the purpose of meeting transferee/transferor obligations under TUPE legislation
17. managing the non-teaching supply list on behalf of maintained schools
18. compiling staff directories; and
19. such other purposes as are reasonably required by the Council.

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 where 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.

Which organisations act on our behalf to process your personal data?

When we engage a third party to process your personal data on our behalf, we obtain sufficient guarantees to ensure that they only process your personal data in accordance with our written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical

and organisational measures to ensure the security your personal data. The following organisations are acting on our behalf:

1. Sodexo Motivation Solutions UK for the processing of Childcare Vouchers, Cycle to Work and Annual Leave salary sacrifice schemes.
2. Tusker for the administration of the council's salary sacrifice scheme for cars.
3. MHR International UK Ltd for hosting, maintenance and support of the council's iTrent HR and payroll system
4. East Riding of Yorkshire Council for storing data on legacy i-trent payroll system and related payroll and pension purposes up to June 2021 after which time legacy data will transfer to MHR International UK Ltd.
5. FMP HR & Payroll Software Limited for the maintenance and support of the council's legacy HR system up to June 2024.
6. Learning Pool for the maintenance and support of Learning Lincs, the council's e-learning platform.
7. Employmentcheck by Kent County Council for the purposes of administering Disclosure applications
8. Networx for the maintenance and support of the council's recruitment system.
9. Comensura for the engagement and placement of agency workers (joint data controller).
10. People Asset Management (PAM) Limited for occupational health services (joint data controller).
11. DriverCheck Ltd for the purposes of checking suitability to drive vehicles on the council's business.

Who do we share your personal data with?

For the performance of the employment contract, and in order to fulfil our statutory responsibilities, the Council is required to transfer personal data to third parties, including:

1. HM Revenue and Customs;
2. Pension Scheme Providers;
3. Health and Safety Executive;
4. Healthcare, social and welfare professionals and organisations;
5. The Disclosure and Barring Service (DBS);
6. Central Government Departments;
7. Financial organisations;
8. The council's external auditor for the purposes of payroll and pension scheme compliance
9. Educators and Examining bodies;
10. Professional Bodies;
11. Law enforcement agencies and bodies where it is necessary for investigations or the prevention or detection of crime;
12. Courts and Tribunals;
13. Legal representatives;
14. Ombudsman and Regulatory bodies;
15. Service providers;
16. Debt collection and tracing agencies;

17. Trade Unions for the purpose of promoting good employee relations;
18. Licensing authorities
19. Transferee employers (TUPE) - to support transfer arrangements the minimum necessary personal data and special categories of personal data will be passed to the new employer transferee.

We will also disclose personal data to third parties when you have given your explicit consent, including:

20. Credit Reference Agencies;
21. Mortgage Providers, Housing Associations and property owners;
22. App Frod Sports and Social Club for the purposes of administering membership subscriptions and drum draws;
23. Prudential for the purposing of administering Additional Voluntary Contributions (AVCs) to pension schemes.

Colleagues may share your professional data, such as name, job title and work contact details with residents or external organisations where it is appropriate to your role and duties. This may include publishing name, job role and contact details online where appropriate.

You may be named or otherwise identified in committee reports and other published materials in the course of your work for the council.

Information about senior officers is published online to meet Local Government Transparency obligations or and in response to Freedom of Information requests. This may include your job title and details of remuneration.

We may disclose your personal data during emergency situations or where it is necessary to protect the safety of you or another person or group of persons.

Why do we have your personal information?

Under UK GDPR legislation, we can use personal information if we have a lawful basis (proper reason) to do so. The lawful bases we are relying on to process personal data are:

- **Processing basis 1:** Processing is necessary in order to meet our duties as an employer (Article 6 1 c compliance with a legal obligation and Article 9 2 b carrying out obligations and exercising specific rights in relation to employment).
- **Processing basis 2:** Processing is necessary for the performance of the contract of employment or in order to take steps at your request prior to entering into a contract of employment (Article 6.1.b).
- **Processing basis 3:** You have consented to the processing of your personal data for one or more specific purposes (Article 6 1 a and 9 2 a), this will include providing references to prospective employers, financial bodies, mortgage providers, housing associations, or landlords at your explicit request.
- **Processing basis 4:** Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, the

provision of health or social care of treatment or the management of health or social care systems and services (Article 9 (2) (h))

- **Special categories of personal data:** processed on the basis of it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9(2)(g)).

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 employment application and if successful your employment with us. Failure to provide the minimum necessary personal data we require could prevent us offering you employment or impact on your pay and conditions.

Can you withdraw your consent for processing?

You can withdraw your consent for the processing of your personal data at any time if that processing is on the sole basis of your consent (**Processing basis 3**).

How long do we retain your personal data?

We retain your personal data is retained in accordance with national guidance and our legal obligations, which are set out in the Human Resources retention schedule. The retention period varies depending on the type of record and we extend this to reflect statutory or business requirements.

What are my rights in relation to my personal data?

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.

When requesting access to your personal information, we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. In the event that we cannot provide you with access to your personal information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.

More information on your rights can be found on our website:


<http://www.northlincs.gov.uk/your-council/information-and-performance/information-governance/dataprotection/>


Who can I complain to?

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).

Phillipa Thornley

 informationgovernanceteam@northlincs.gov.uk

 01724 296224

 North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you are dissatisfied with the outcome of the internal review, you have the right to appeal directly to the Information Commissioner for an independent review - <https://ico.org.uk/concerns/>

Version Control	
Author	Debbie Searles, HR Strategy & Information Lead
Status	Version 4.1
Approved by	Phillipa Thornley, IG Adviser/Data Protection Officer
Last updated	13 May 2021