

SCHEDULE 1 Personal Data Categories

Data Type

a) Contact Information

- Name(s)
- Address(es)
- Email address(es)
- Contact details including mobile telephone number(s)

b) Personal Information

- Date of birth
- Gender identity
- Next of kin or other dependants
- Marital or relationship status
- Lifestyle and social circumstances
- Emergency contact information

c) Identity and Background Information

- Details of education and qualifications and results
- Career history, experience and skills
- References
- Passport information
- Driving licence information
- Psychometric and aptitude test results
- Right to work, residency and/or other visa information (where unrelated to your race or ethnicity)
- Curriculum Vitae (CV) or resume and professional profile
- Image or photographs
- Application form
- Evaluative notes and decisions from job interviews
- Preferences relating to job location and salary
- Conflicts of interests

Collected from

You

You

- You
- Recruitment consultants and agencies
- Your previous employers
- Publically available information from online resources

d) **Financial Information**

- Bank account details
- Salary, compensation and other remuneration information
- National insurance number and/or other governmental identification numbers
- Business expense and reimbursement details
- Company stock options and purchase plans

- You
- Your previous employer

e) **Special Category Personal Data**

- Racial or ethnic origin (including your nationality and visa information)
- Political opinions
- Religious and philosophical beliefs
- Trade union membership
- Biometric data (including fingerprint and retinal scans)
- Data concerning physical and/or mental health (including occupational health requirements [see Occupational Health Privacy Notice for more information], accident reports, day-to-day health concerns such as diabetes or epilepsy conditions which we should be aware of, dietary requirements, allergies, drug and alcohol test results, Ill health retirement information and reasons for any short term or long term absence)
- Sexual orientation and sexual life
- Health and safety and accident records and reports
- Information relating to actual or suspected criminal convictions and offences

- You
- Your emergency contact(s)
- Your use of Cumbria County Council security control systems

f) **Employment Administration Information**

- Terms and conditions of employment
- Work related contact details (including location and office and corporate phone numbers)
- Image/photographs
- Statutory, non-statutory, annual and other leave and absence records
- Your working preferences and feedback in relation to Cumbria County Council and our staff
- Your preferences in relation to our use of your personal data
- Hours worked and working time preferences
- Job termination information

- You

g) **Job Performance Information**

- Role responsibilities
- Personal development reviews and appraisals, and associated feedback
- Training records
- Attendance information, including clocking in/out systems, flexi records or timesheets
- Promotion application and/or outcome records
- Transfer and secondment information

- You
- Your line manager(s) and co-workers
- Training providers
- Company to which transferred or seconded

h) Investigations, Grievance, Disciplinary and other employment disputes/issues

- Cumbria County Council investigations records
- Casework records Employment tribunal records
- Trades Unions dispute records

- You
- Your line manager(s) and co-workers
- Third parties, as permitted by applicable law

i) Travel and Expenses Information

- Transaction records
- Vehicle and driving information
- Vehicle telematics and tracking information
- Visa, passport and insurance details
- Flight and accommodation booking information
- Travel itinerary information

- You
- Your use of Cumbria County Council payment cards

j) Benefits Information

- Private healthcare, life assurance and pensions memberships for you and/or your dependants or other beneficiaries
- Death benefit information
- Cycle to work membership
- Childcare vouchers
- Loan records, season ticket, parking permit or other loan arrangement

- You
- Third party benefits providers
- Your dependants or other beneficiaries

k) Asset, Systems and Platform Usage and Communications Information

- Computer and phone records
- Access logs and usage records from document management systems and other Cumbria County Council provided applications and technologies
- User IDs and password information
- IP addresses and other online and physical device identifiers
- Records of calls, messages and/or internet or other data traffic and communications

- You
- Us
- Our suppliers
- Your use of Cumbria County Council assets, systems and platforms

l) Security, Location and Access Information

- Information (including image and biometric data) captured or recorded by electronic card access systems, CCTV and other security control systems

- You
- Your use of Cumbria County Council security control systems

SCHEDULE 2

Lawful Basis for Processing: Personal Data

<p>Personal data</p>	<p>Data referred to in Schedule 1 falling into the following categories;</p> <ul style="list-style-type: none"> a) Contact Information b) Personal Information c) Identity and Background Information d) Financial Information f) Employment Administration Information g) Job Performance Information h) Investigations, Grievance, Disciplinary and other employment disputes/issues i) Travel and Expenses Information j) Benefits Information k) Asset, Systems and Platform Usage and Communications Information l) Security, Location and Access Information
<p>We are permitted to process your personal data because...</p>	<p>We are permitted to process your personal data because of one or more of the following reasons;</p> <ul style="list-style-type: none"> 1. You have given your consent to the processing 2. It is necessary to perform your employment contract 3. It is necessary for us to comply with a legal obligation 4. It is necessary for our legitimate interests or those of third parties 5. It is necessary to protect your vital interests (or those of someone else) 6. It is necessary to perform a task in the public interest or in our official authority
<p>Examples of how we will use your personal data and the legal basis for doing so (non-exhaustive)</p>	<p>We will use your personal data to make job offers to you and to enter into a contract of employment with you. The legal basis for doing this is it is necessary for us to perform your contract of employment.</p> <p>We will use your personal data to calculate and administer taxation within payroll, and your entitlements to any statutory benefits. The legal basis for doing this is it is necessary for us to comply with a legal obligation.</p> <p>We will use your personal data to monitor the security of Cumbria County Council's physical premises and systems, networks and applications. The legal basis for doing this is it is necessary for us to perform a task in the public interest.</p>

SCHEDULE 3

Lawful Basis for Processing: Special Category Personal Data

<p>Special Category Personal Data</p>	<p>Data referred to in Schedule 1 falling into the following categories;</p> <p style="padding-left: 40px;">e) Special Category Personal Data</p>
<p>We are permitted to process your personal data because...</p>	<p>We are permitted to process your personal data because of one or more of the following reasons;</p> <ol style="list-style-type: none"> 1. You have given your explicit consent to the processing 2. It is necessary for your/our obligations and rights in the field of employment and social security and social protection law It is necessary for us to comply with a legal obligation 3. It is necessary to protect the vital interests of the data subject or another person you or they are physically or legally incapable of giving consent 4. It is necessary for our establishment, exercise or defence of legal claims 5. It is necessary for reasons of substantial public interest 6. It is necessary for preventive or occupational medicine, for the assessment of the working capacity of the employee
<p>Examples of how we will use your Special Category Personal data and the legal basis for doing so (non-exhaustive)</p>	<p>We will use your special category personal data to manage and administer our equal opportunities reporting and Gender Pay Reporting. The legal basis for doing this is it is necessary for us to comply with a legal obligation.</p> <p>We will use your special category personal data to Conducting verification and vetting, including criminal background checks and credit checks where required by law. The legal basis for doing this is it is necessary for us to comply with a legal obligation and to perform tasks in the public interest.</p>

If you have any questions about the data we collect or the legal basis's we rely for processing your personal data or special category personal data. You can contact the DPO in the following ways:

Email: dataprotection@cumbria.gov.uk

Post: Data Protection Officer, c/o Information Governance Team, Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle CA1 1RD

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