



## Privacy Notice

### EMPLOYEE DATA CHECK

Under Article 5 of the General Data Protection Regulation the council is required to ensure that the data it holds is:

- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed, and
- accurate and, where necessary, kept up to date

For this reason the council is committed to ensuring that you are given clear choices about how your data is managed and kept up to date. There are a number of reasons why it is important for your information to be correct, such as:

- business continuity and emergency planning;
- workforce planning;
- gender pay reporting,
- policy development,
- appointments with the Occupational Health Service,
- validating your EU Settlement Status

### What information does the council collect about me?

In order to manage the services listed above the council collects the following data:

| Data Type                                  | Data Required  | Explanation  |
|--|--|--|
| Business Continuity and Emergency Planning | <ul style="list-style-type: none"> <li>• personal phone number (mobile)</li> <li>• personal phone number (landline)</li> <li>• personal email address</li> </ul> | During an emergency i.e. Storm Desmond, it may be necessary for you to be contacted, both to check your own safety but also to inform you of changes to working arrangements.  |
| Workforce Planning                         | <ul style="list-style-type: none"> <li>• all employee data</li> </ul>  | The Council made a commitment to undertake a Workforce intelligence review to improve data gaps, so that the workforce data can be used to inform key strategies and decisions |
| Gender Pay Reporting                       | <ul style="list-style-type: none"> <li>• gender</li> <li>• pay grade</li> </ul>  | The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 made it compulsory for the council to publish their  |

|                     |                                  |  |
|---------------------|----------------------------------|--|
|                     |                                  | Gender Pay information annually, with a first publication date of March 2018.  |
| Policy Development  | •                                | It has been agreed with the Trade Unions that we will carry out equality impact assessments as part of the policy review process. In order for the assessment to be meaningful and able to assess the impact of any employee related policies the additional employee data will be required. |
| Occupational Health | • personal phone number (mobile) | An issue has been identified with non-attendance at appointments with the Occupational Health Service. To improve attendance the council is introducing a text messaging reminder system.  |

## How is your personal data collected?

Employees will be required to provide the required data by logging onto Service Now using a CCC username and password. This data check will take place on an annual basis but employees can log in to the system and change contact details at any time.

## Data Sharing

The council will only share your information with internal business units with the exception of Gender Pay Reporting data. This data will be shared with the Government Equalities Office on an annual basis in accordance with the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

If there are any changes to the way your data is shared it will be updated and recorded in this Privacy Notice.

## How will we use information about you?

The council will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

### Personal Data i.e. name, address

- **GDPR Article 6(1)(a)** the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- **GDPR Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject (see Relevant Legislation below), and
- **GDPR Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### Special category data i.e. health, ethnicity, sexuality, criminal convictions.

- **GDPR Article 9(2)(b)** processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment

### Relevant Legislation

- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

## Consent

As the council relies on consent to process some of the data collected as part of the Employee Data Check it is important that you understand how this can be changed. If you want to stop the council using your data for the purposes specified above, where consent is the legal basis, you can log in to Service Now and remove your details at any time. Any changes made to the system take immediate effect although you may still receive notifications for up to 24 hours afterwards.

## Data Security

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 2018. This means that, if we keep any of your personal data we must:

- tell you what information we need to collect from you
- only use the information for the reason we have agreed with you
- not ask for more information than we need to provide the services
- let you see any information we have collected about you, on request
- keep the information safe, secure and confidential
- delete data in accordance with our data retention policy

## Further Information

If you'd like any further details about why we are collecting this data please contact the People Management Service on 01228 221231 or through the [People Management Portal](#).

**Last Updated: October 2019**