

Privacy Notice for Human Resources

Dover District Council is the Data Controller of the personal data processed in this privacy notice.

Processing activity

To provide this service it is necessary for Human Resources to collect and hold personal information about you. The information collected and held will vary depending on the purpose for which you are providing your personal data. We will process personal information relating, but not limited to:

- Your Employment Contract with the Council
- The delivery of the Councils functions
- Employee Relations
- Learning & Development
- Pensions
- Payroll
- Health Management
- Equal Opportunity Records

Information Requirements

This information may include:

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|---|--|---|
| ● Name | ● Financial Information | Service (DBS) |
| ● National Insurance No. | ● P45 or Tax Declaration | ● Job Descriptions |
| ● Marital Status | ● Personal email address | ● Risk Assessments |
| ● Address | ● Telephone Number(s)
(Landline and Mobile) | ● Dates and reasons for
absence |
| ● Email addresses
(personal and work)* | ● Next of kin contact details | ● Reasons for medical
conditions and diagnosis |
| ● Date of Birth | ● Medical Information for
health screening | ● Location data* |
| ● Gender | ● Sexual Orientation | ● Online identifiers* |
| ● Ethnicity | ● Religion | |
| ● Disability/additional
needs | ● Images*** | |
| ● Employment Information | ● Disclosure and Barring | |

* We will use your work email address to send you Information we want you to know either for legal or business reasons, for information or action, or to enable you to do your job and/or plan work effectively. This may also include information which we consider may be of interest to you, for example, information about what the council or your work colleagues have done or are proposing to do.

*The Council's door entry system is logging your time of entry into the Council offices and the entrance used. This location data is collected through the use of your ID cards. This information is kept for 3 months and then is automatically deleted off of the system.

* Your individual computer use may be subject to monitoring. This is done by EKS ICT who can gain access to your account on request to look at your computer activity.

* CCTV is recorded in reception areas, car parks and access roads to monitor security which also captures images of what time you enter and leave the building.

* Your image will be required to be taken for the creation of an identification card. This is required for staff to access council buildings and shows you are authorised to do so. It also provides evidence of your authority to act in your job.

ID cards are printed in house and are not outsourced to any third party. This information is processed for the performance of the employment contract as you are required under the terms and conditions of employment to have and wear an identification card.

For the purposes of our legitimate interests, your image may also be placed on the internal staff directory. Staff images are stored on the system securely for the time you are employed and then are deleted off of the system when you are no longer employed by the council.

If you object to your image being used in this way you must let us know and we stop using your image being used in this way unless we can demonstrate compelling legitimate grounds for continuing to do so which override your interests, rights and freedoms.

The Council uses Gov.UK Notify, a secure text messaging service for urgent staff communications. The Council reserves the right to send text messages to staff for this purpose. Your phone number will only be used in case of any urgent matters for keeping staff informed out-of-hours for example, to advise of travel to work routes or alternative work locations.

Lawful Bases

Our lawful bases for processing your personal information are:

- Consent
- Contract - the reason of processing your personal data is for the purpose of the employment contract to comply with the Employment Rights Act 1996;
- Legal Obligation - necessary to comply with the law, e.g statutory payments, Court Orders, Safeguarding Vulnerable Groups Act 2006, Protection of Children Act 1999 etc.
- In some cases, legitimate interests pursued by us

Reasons for Processing

Some of the information that is collected is classified as special category personal data or personal data consisting of criminal convictions and offences (including alleged offences). This is processed for exercising specific rights of the local authorities/organisations or you in the field of employment. We have a data protection policy that sets out how this information will be handled.

Criminal Convictions - There may be situations such as a change in the content of the role, whereby a job is assessed as requiring a DBS check which will then require you to submit an application form so that your personal information can be processed by DBS.

Financial References - There may be situations whereby we are asked to provide personal information to a third party for financial agreements. Prior to providing this information, we will contact you and ask for your consent before this information is shared.

Data Sharing

Pension Administrators – Human Resources are required by law to provide personal data to the Kent Pension Fund for the purpose of administering the Fund and to calculate and provide you (and, if you are a member of the Fund, your beneficiaries if you die) with benefits.

We may share your information with third party organisations, including third-party service providers. We require third party organisations to respect the security of your data and to treat it in accordance with the law. We may need to share your personal information for the following reasons:

- Assist in verifying your identity;
- Assist in supporting your development and training needs;
- Assist in supporting health management issues;
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The types of organisations/third parties are:

- Healthcare organisations we work with to provide you with health care management e.g Occupational Health (Our Occupational Health provider is Maitland Medical & Employee Assistance)
- Counselling Services
- GPs
- Medical Consultants;
- HM Revenue & Customs, or regulators and other authorities, including the Courts;
- Employment Lawyers including ACAS, for litigation purposes;
- Cabinet Office (as part of the National Fraud Initiative)
- Pension Administrators;
- System consultants to maintain HR/Payroll systems;
- Training and Development providers
- Office of National Statistics

Health Management - There may be occasions when we will need to provide personal data to healthcare management organisations for the purposes of supporting you with any health conditions.

Job Evaluation - There may be occasions when we need to share job descriptions for the purposes of job evaluation with evaluators.

Telephone Calls

We may monitor and/or record calls for training and auditing purposes. The recordings are kept in line with our retention policy.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.