

Privacy Notice for EK Human Resources

EK Human Resources (EKHR) is part of a shared service who as a processor is responsible for processing personal data on behalf of the data controller. The data controller may be any one of the following local authorities/organisations:

Canterbury City Council
Dover District Council
East Kent Housing
Thanet District Council

Processing activity

In order to provide a Human Resource service, it is necessary for us 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:

- Recruitment
- Employee Relations
- Learning & Development
- Pensions
- Payroll
- Health Management
- Equal Opportunity Records

Information Requirements

This information may include:

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

Lawful Bases

Our lawful bases for processing your personal information are:

- 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 etc.

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.

E-recruitment - This site is operated and managed by EKHR to process the information for recruitment and employment purposes. You provide this information for the following reasons:

- To assess your suitability for the position(s) you have applied for;
- To advise you of any vacancies that may be of interest to you that occur during the six month period after you have registered. If you don't log into your account for six months, your account will be deleted.
- For administrative purposes related to the interview process. Should you be unsuccessful with the job opportunity after the interview process, your account will remain active for the six month retention period after the activation date and will be deleted from the system if your account is not accessed during this period.
- Should you be successful in obtaining a job opportunity the information provided will form part of your employment information.
- Obtain references about you from third parties. We will contact you prior to contacting these third parties to let you know.

Criminal Convictions - Appointments to certain posts, as stated in the job advertisements and job descriptions, may be subject to a criminal records check. By submitting your application for to us, you are confirming you accept that where necessary the organisation will seek information from the Disclosure and Barring Service and associated special lists.

Data Sharing

Pension Administrators - EKHR 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;

The types of organisations/third parties are:

- Healthcare organisations we work with to provide you with health care management e.g Occupational Health, 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.

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.