

South Gloucestershire Council

HR Fair Processing Notice

Privacy Statement

South Gloucestershire Council processes a range of data that identifies you (personal data). The Council is a data controller registered with the Information Commissioner's Office. The Council will process personal data in accordance with the Data Protection legislation. Personal data includes all information that identifies you. This includes information such as name, address, telephone number, date of birth, identification numbers, copies of qualification certificates and other information.

The Council's collection, use and storage of Personal Data

Data is collected and stored in order to ensure that your employment with us is properly recorded and that staff receive their proper pay, training, benefits and that management decisions are based on accurate information and statistics. The lawful bases for processing are set out in Article 6 of the GDPR. Those related to personal data include 'Contract': the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract. 'Legal obligation': the processing is necessary for you to comply with the law (not including contractual obligations).

General Uses and General Disclosures

The Council will use the information you provide for the following purposes:

- All aspects of your recruitment, retention and employment including payroll, statutory deductions, benefits, loans, correspondence, sickness monitoring, welfare and management.
- Make salary payments
- General notifications to recognised Trade Unions (where applicable)
- Correspondence and work with service providers and contract partners
- Ensuring the Council meets its statutory obligations, including those related to diversity and equality of opportunity monitoring
- Preventing and detecting fraud
- Teaching and support staff numbers and deployment of staff by subject expertise in Schools (where appropriate).

Non-obvious Disclosures

There are a number of disclosures that do not occur often, but which you should be aware of:

1. Information required by our main contractors who help us to carry out our work. Our main contractors include Tribal Resourcing, who manage and run our recruitment website on our behalf and Cordell Health who operate our Occupational Health Service.
2. The Criminal Records Bureau who provide information about staff who work with children and vulnerable adults.

3. Information required by the Department for Children, Schools and Families about school staff. Detailed Notices and other information are published within the Council.
4. Information required by the Department of Health about staff who provide care to adults. Detailed Notices and other information are published within the Council.
5. The Cabinet Office for the National Fraud Initiative Data Matching exercises. This is a statutory requirement. The data is used to prevent and detect fraud.
6. Central government departments including the Department for Work and Pensions and their data processors to carry out statutory functions, detect crime, prevent fraud and check the validity of benefit payments.

Sensitive Personal Data

Certain data are classified under the Data Protection Act as 'sensitive personal data.' This category of data has special protections and is listed below:

- Racial or ethnic origin
- Political opinions
- Religious or other beliefs of a similar nature
- Trade Union membership
- Physical or mental health condition
- Sexual orientation
- Processing your genetic data (if applicable)
- Processing your biometric data (if applicable)
- Offences (including alleged offences)
- Legal proceedings about offences

The lawful bases for processing sensitive data are set out in Article 9 of the GDPR. In most cases, explicit consent will be required from you to use and share this data. Explicit consent will be recorded in writing in most cases. However, the Council is also allowed to use sensitive personal data without seeking your consent in certain cases. The main examples are when the Council seeks to carry out its statutory functions, where it is necessary to protect your vital interests (e.g. a health emergency at work), where the law specifically requires it, where the data is required in legal proceedings or where the data is necessary for medical purposes.

Most of the sensitive personal data we hold about you will be self-certified sickness records, doctor-certified sick notes and the fact that you have been subject to criminal record bureau (CRB) checks, where relevant. Original CRB documents are destroyed quickly after receipt.

Accuracy of Data

The Council will ensure that it keeps the data it holds about you accurate and up to date. However, this also depends on each member of staff informing their managers and the HR department of changes to their data such as home addresses, telephone numbers, bank accounts, emergency contact details and next of kin details. Staff that have computer access are encouraged to use MyView to update their personal and financial details. These changes can be made quickly and all HR staff will use the new details in the system. All staff should check their records manually or electronically for errors from time to time.

Data Retention and Access to your Data

The Council will retain your data in line with its [Record Retention Schedules](#). You can apply to see your records or for copies by using the [Council's Subject Access Request Form](#). This service is free and the Council has one calendar month to respond to your request. Most requests for personnel records are made in writing and are fulfilled by allowing the records to be inspected.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.