



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice Human Resources - Staff**

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

### **Who are we?**

HR Service  
Wokingham Borough Council,  
Shute End,  
Wokingham,  
Berkshire,  
RG40 1BN

### **What is the lawful basis for processing the information?**

The lawful basis for processing your information is the performance of a contract, necessary for compliance with a legal obligation, due to legitimate interests, and by you providing consent.

As an employee, the Council needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits and entitlements.

As a contractor, agency worker or volunteer, or on a work experience placement, the Council needs to process your data to manage the engagement relationship and work arrangements with you.

In some cases, the Council needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the Council has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations such as those in relation to employees with disabilities and for health and safety purposes. Information about trade union membership is processed to allow the organisation to operate check-off for union subscriptions.

Where the Council processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment, such as the production of equality impact assessments and the

development of diversity initiatives. Employees are entirely free to decide whether or not to provide such data, and there are no consequences of not doing so.

### **How do we collect information from you?**

Information is collected from you as the service user via online web forms, hard copy documents, e-mail, by telephone or through face-to-face discussion. This information will be collected from either you directly as the data subject, or from a representative acting on your behalf, e.g. a Manager.

Information might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as role acceptance or benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Council may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers where applicable, and information from criminal records checks permitted by law.

### **What type of information is collected from you?**

The service collects and processes a range of information about you. The information is provided to enable Human Resources to carry out its duty and functions, provide you with a service, and continue to make service improvements.

For employees; we collect the following information: Surname, Forename, Title, Date of Birth, Address, Postcode, E-mail, Phone number, Emergency contact details, Gender, Terms and Conditions of your employment, Details of qualifications, skills, and experience, Employment history including start and end dates, Information about your remuneration including entitlement to benefits such as pensions, Details of bank account and National Insurance number, Marital status, Nationality and Entitlement to work in the UK, and Information about your criminal record if appropriate for the role in which you work.

Details of your schedule (days of work and working hours) and attendance at work; periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave; any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence; assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence; your training and development history, including where this has been sponsored by the Council through a training agreement.

Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief; and your photograph, for security purposes when accessing Council buildings and carrying out work in the community, and for use within the Council's email system where you consent to this.

For members of staff who are not employees of the Council (including contractors, agency workers, volunteers or those on work experience placements) the organisation collects and processes a range of information including; Surname, Forename, Title, Date of Birth, Address, Postcode, E-mail, Phone number, Emergency contact details, Gender, Terms and Conditions of your employment, Details of qualifications, skills, and experience, Employment history including start and end dates.

Details of your schedule (days of work and working hours) and attendance at work; reviews and assessments of your performance; your training and development history, information about health or fitness conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; equal opportunities monitoring information including information about your ethnic origin; and your photograph, for security purposes when accessing Council buildings and carrying out work in the community (if relevant).

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

### **How do we use the information you have provided?**

All information provided is used by Wokingham Borough Council to administer your relationship with us as appropriate in regard to our statutory responsibilities, payments and provision of entitlements, during and where relevant after your engagement with us. It is used for the purposes of:

- Running recruitment and promotion processes
- Maintain accurate and up to date employment records, contact details and emergency details
- Record of employee contractual and statutory rights
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
- Operate and keep a records of training courses and skills development activities
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, and meet its obligations under health and safety law
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that employees are receiving the pay or other benefits to which they are entitled
- Ensure effective general HR and business administration including workforce reporting and depiction (e.g. structure charts), monitoring, trend analysis and modelling and modelling for development purposes
- Provide references on request for current or former employees
- Respond to and defend against legal claims
- Maintain and promote equality in the workplace
- Processing for payroll and receipt of benefits and entitlements
- Responding to enquiries and other matters
- Analysing statistical data for service development purposes (anonymised), providing anonymised responses to statutory returns, and answer Freedom of Information requests and surveys regarding the organisations workforce.

### **Who has access to the information about you?**

Your information is managed by staff employed in Human Resources. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

### **Who we may share your information with?**

When contacting Human Resources, your information will be shared with other Council staff to the extent required to provide you with the service you have requested, e.g. your manager.

The Council shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers if applicable, obtain necessary criminal records checks from the Disclosure and Barring Service where this is a requirement of your job, and comply with any payroll deductions from Attachment of Earnings Orders.

The Council also shares your data with third parties that process data on its behalf such as the provision of benefits (e.g. pensions), the provision of occupational health services, and the provision of the corporate learning management system. If you would like more information please refer to the learning management systems (MyLearning) privacy statement.

The Council may also share your data with third parties in the context of a transfer of a part of its business in which you are involved. In those circumstances the data will be subject to confidentiality arrangements.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

To ensure that information is held continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access individuals personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

### **How long do we store your information?**

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: [www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement](http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement)

### **Does the service utilise automated decision-making?**

Human Resources does not utilise automated decision-making in the services that it provides.