

Privacy Notice (How we use employee information)

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, National Insurance number, date of birth, contact details and emergency contact information)
- employment data (such as references and proof of eligibility to work in UK)
- equal opportunities data (such as ethnicity, age and sexual orientation)
- payroll and pension information (such as bank details and pension contributions)
- occupational health information (such as sickness absence records and occupational health referrals)
- education and training records (such as relevant qualifications, training courses and performance data)
- Disclosure and Barring or BPSS information where it is a requirement of the role
- Health and Care Professions Council (HCPC) or Department for Education (DfE) information where it is a requirement of the role

Why we collect and use this information

We use employee data to:

- enable us to adhere to the requirements of the employment contract including pay and pension contributions.
- enable us to action Personnel policies and procedures such as discipline, grievance, restructures and job evaluation
- derive monitoring statistics which inform Personnel policy decisions
- monitor sickness absence and provide interventions where necessary
- assess performance and provide training for employees
- to protect vulnerable adults and children and to prevent fraud

The lawful basis on which we use this information

Article 6(1)(b) of the General Data Protection Regulation 2016 gives Sefton Council a lawful basis for collecting and using this information as it is necessary for the performance of the employment contract to which you are party.

Article 6(1)(c) of the General Data Protection Regulation 2016 gives the Council a lawful basis for collecting and using personal data in order to comply with its legal obligations, such as disclosure of employee salary details to HMRC and its duty to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between people who share a characteristic and those who do not.

Legal obligations include:

- the collation of equalities data under the [Equalities Act 2010](#) including the Authorities' Specific duties under Section 149 of the Act.

- [National Insurance Contributions Act 2014](#)
- [HMRC](#)
- Pension Legislation or automatic enrolment for Local Government Pension Scheme (LGPS) Teachers Pension and National Health Service Pension.

We also collate personal data known as ‘special categories’ of information under Articles 9 (2) (b) and (h) of the General Data Protection Act as follows:

- Equalities data
- Occupational health information

‘Special categories’ of data include racial or ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.

Collecting this information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you when the provision of such information is voluntary.

Storing this information

We hold your information throughout your employment and for a period of 6 years thereafter. Specific information, such as that held under the disciplinary policy will only be held for the period referred to within the relevant policy.

Who we share this information with

We share this information with:

Merseyside Pension Fund (to process Local Government pensions)

Teachers Pensions (to process Teacher’s Pensions)

NHS Pensions (to process NHS pensions)

Independent Medical Practitioner (where necessary)

Hay (for Hay graded managers pay evaluation)

Student Loans (where applicable)

HMRC (for tax/NI purposes and to process statutory payments)

Various organisations for attachment of earnings (where applicable)

Department of Education (where applicable)

National Fraud Initiative (when required)

External Auditors (to audit the Council's accounts)

Various organisations when you have a voluntary deduction from your pay e.g. Credit Union, Trade Union, Childcare Vouchers etc.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information contact

Corporate.HR@sefton.gov.uk or the Data Protection Officer at:
ino.information@sefton.gov.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Geraldine.evans@sefton.gov.uk