

# Privacy Notice: Durham County Council – Human Resources

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

Durham County Council Payroll and Employee Services and People and Talent Management Team provide you, the employee, with advice and support regarding all activities pertaining to your employment which may include:

- Recruitment documentation and process;
- New starter paperwork (including pre-employment checks);
- Salary (payments and deductions);
- Contract of employment (or variations to);
- Absence (including sickness, maternity, paternity and many other types of leave);
- Performance Management (including appraisal, supervision, attendance management, disciplinary and capability);
- Liaison with relevant third parties (such as HMRC, Pensions (eg, LGPS), statutory returns, DBS, HCPC, relevant professional bodies);
- Disciplinary, Grievance, Redundancies, Restructures, TUPE and other applicable documentation and processes associated with your contract of employment;
- your health, safety and wellbeing;
- Training;
- Leavers from the Authority.

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

We collect the following personal information about you:

- Information required to meet our organisation and statutory obligations to you as your employer such as;

This includes (but is not limited to): personal details, bank details, health information, maternity/paternity information, contact details, financial information

- Supervision and appraisal information, training records, performance management information

### Application forms

- Paper forms;
- Online information;
- Communication with yourself (telephone, in person, written)
- Information received from a third party (e.g. your manager, referees, other government agencies)

### **3. What is our lawful basis to obtain and use your personal information?**

To provide the services of a Human Resources team the lawful basis for processing personal data under Article 6 are as follows:

- 1(b) processing is necessary for the performance of a contract to which the data subject is party
- 1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject

### **Special Category Data**

When we collect special category personal information we rely on one of the following under Article 9:

- 2(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;

### **4. What is your personal information used for?**

The team collects and processes information about you for the following purposes:

- To provide you with our services, and to develop and improve the services;
- To deliver services and support to you;
- To ensure that the information we hold about you is kept up-to-date;
- To protect, manage and administer your contract;
- To deal with any problems or complaints that arise in relation to your contract;
- For assessment and analysis purposes to help improve the operation of our service;
- To ensure your health, safety and wellbeing as an employee and that of our service users
- To prevent, detect and prosecute fraud and other crime.

### **5. Will your personal information be shared?**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

Some examples of who we share information with include:-

- HMRC (Her Majesty's Revenue & Customs)
- DBS (Disclosure & Barring Service)
- Pensions schemes

If you would like confirmation of who we do share information with please contact us.

### **6. How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a

range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

## **7. How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services. See examples below for HR records

For example

- applications for recruitment will be kept for 1 year,
- your personnel record will be maintained for 6 years after you leave employment, unless you have worked with Children in which case it will be 25 years.

## **8. Personal information processed outside of the UK**

We do not process your personal data outside of the UK

## **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;

- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745