

## **Privacy Policy – Human Resources**

This privacy notice explains how Dacorum Borough Council (the Data Controller) will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

### **What information do we collect about you?**

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- Name, Address and contact details
- Next of Kin; name and contact details
- Training, Employment and Recruitment Information
- Medical and Health Information
- Equal Opportunities information
- Right to Work (Utility Bill etc.)
- Proof of driving licence
- Details of person(s) under the Harassment Policy and / or under the Council's Grievance Procedures.

### **How will we use the information about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a contractual obligation under the Employment code of practice to do so. {GDPR Article 6(1) (b)}. We have a Legal Obligation under GDPR Article 6(1) (c) under The Employment Rights Act 1996, The Equal Pay Act of 1970, The National Minimum Wage Act, 1998, The Working Time Directive, 1999, The Employment Relations Act, 1999, The Equality Act 2010, The Public Sector Equality Duty - Equality Act 2010, The Localism Act 2011, The Agency Worker Regulations 2011 and The Fixed Term Worker Regulations 2001. We also rely on consent {Article 6(1) (a)} in the case of Occupational Health referrals and Vaccination referrals. This means we collect your personal information from you so that we can carry out functions as required under employment contract.

The Council is collecting personal information under the lawful bases for the following purposes;

- Manage and administer employment contract of Council employees and temporary staff
- Manage and administer recruitment and selection, training and employment relations of Council employees.
- Manage the well-being and health of Council employees.
- Manage the Harassment Procedure
- Manage the Grievance Procedure
- Assist management in the managing of Council Employees
- Employee Access to self-service. (HR Client System)
- Manager Self- Service. (HR Management Client System)
- Monitor equal opportunities
- Apply for the relevant CRB / DBS checks for posts
- Online / Classroom led training
- Equalities, Diversity and Inclusion monitoring / reporting (anonymised, received from Engagement Portal)
- Membership of Trade Unions

If you're providing us with special category personal information (such as details about your health) we will be processing this under Article. 9(2) and Article 10.

- Human Resources process the following special category data under {Article 9(1)} - racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health or data concerning a natural person's sex life or sexual orientation.
- Human Resources process the following special category data under Article 10 – Checks for unspent criminal convictions
- Human resources may also process Criminal data under Article 10 in respect of any harassment that is constituted as a criminal offence.

Processing of Special Category Data is carried out under the following;

Article 9(2) (a) – the data subject has given explicit consent to the processing of those personal data

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.

Article 9(2) (h) - processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional

### **Sharing / Recipients**

Below is a list of who we may share the information (recipients) for the purposes of carrying out the functions (listed above);

- Internal Departments (Payroll)
- Council Managers
- Internal (Anti-Fraud) or external law enforcement agencies (prevention and detection of crime)
- Occupational Health Advisors / Professionals
- Vaccination service provider(s).
- Disclosure and Barring Service
- Police – potential harassment offences
- Employment Tribunals / Advisors
- Recruitment Agencies / Recruitment Management / Recruitment Panels (external Partners)
- Government Departments e.g. DWP, HMRC and Immigration
- Regulatory Bodies
- Pension Providers
- UNISON Representatives

### **How long will we keep this information?**

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk)

### **Security and Location of Data**

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment which is continually monitored and tested.

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk) in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

You have a right to request information about you be corrected. Please contact the team on [human.resources@dacorum.gov.uk](mailto:human.resources@dacorum.gov.uk), who will validate the information and update the information in our systems accordingly.

You have a right to withdraw your consent (where the lawful basis for processing is consent). Please bear in mind that your right to the services applied under consent may be restricted or withdrawn. If you wish to withdraw consent – please contact [hman.resources@dacorum.gov.uk](mailto:hman.resources@dacorum.gov.uk) in the first instance.

### **Notification of changes**

From time to time it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy>

### **Our Data Protection Policy**

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Manager (Legal Governance). You can contact them by emailing [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk) or calling 01442 228538.

### **Policy Version**

Version 1.6

This policy was last updated 26<sup>th</sup> November 2024