

## Privacy Notice

### Workforce Information

South Hams District Council and West Devon Borough Council take your privacy seriously. This notice sets out what we will do with your personal information and who we may share it with.

#### How we use your information

We collect and retain personal information, in various formats, about our current and potential future staff ("staff data") for a variety of purposes. We will use staff data for all purposes associated with the administration of the employer/ employee relationship.

The purposes for which we may use staff data (including sensitive personal information) we collect during an employee's association with us include:-

- Recruitment and selection
- Employment matters (promotion, probation, development, conduct, capability, attendance, appraisals and discussions with your managers, grievance, training, misconduct investigations, disciplinary actions and complaints)
- Maintaining staff records
- Administering finance (salary, pensions and other staff benefits you may choose to take up)
- Providing employee assistance (through the Employee Assistance Programme, Occupational Health Services (through IMASS Ltd) and similar related services)
- Providing IT Services to you in connection to your work (using your name to set up your email account and login details)
- Complying with statutory requirements (e.g. monitoring equal opportunities and equal pay, processing HMRC returns etc)

The personal information you provide will not be used for any other purpose unless required by law, to prevent or detect crime or to protect public funds.

The Council will process your information under the following legal basis:-

- For the performance of a contract and;
- Legitimate Interests

#### Who we will share your personal information with

It is necessary for your personal information to be shared with other organisations in order for us to deliver HR and Payroll services to you.

- IMASS Limited will receive personal information about you in order to assess your fitness to commence work with the Council and in the event that the Council requires an Occupational Health assessment to be undertaken
- Thirsty Horses Ltd will hold your personal information (Name and payroll number) within the WorkPAL system for the purposes of providing the Council's appraisal system

- If you are a member of the LG Pension Scheme, Peninsula Pensions will hold your Name, Address, Date of Birth, National Insurance Number in order to provide pensions administration services
- If you are a member of a trade union we will provide them with your name and employee number in order that trade union subscription fees can be managed
- Additionally the information will be shared between South Hams District Council and West Devon Borough Council in connection with the shared services working arrangement

### **Length of time we keep your information**

For job applicants that are not successful, we keep your personal information on our systems for 6 months from the date you submit your application. Information is then deleted.

For employees, South Hams and West Devon keep your personal information on our personnel files for a period of 6 years from the date your employment is ended with the Council and will delete or destroy it at the end of that period.

For individuals that are Members of the pension scheme, your personal data will be held whilst you are entitled to any benefit from the Scheme (including a deferred benefit)

### **Retention & Transferring of data outside of the EU**

We hold personal information about staff securely, both in hard copy format and electronically.

Your personal data will be kept secure by the Council and will be kept within the European Economic Union (EEU).

### **Individual rights**

You have a number of rights under the General Data Protection Regulations. These can be found on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **The Data Controller for your information**

The Data Controller for personal data you provide in connection to your employment is South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE or West Devon Borough Council, Kilworthy Park, Tavistock, Devon (depending on which Council employs you)

### **Data Protection Officer**

The Council has a duty to appoint a Data Protection Officer. The Council's nominated Data Protection Officer is Darren Arulvasagam, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

If you have any queries, would like to exercise your rights or make a complaint, contact the Data Protection Officer by email to [dataprotection@swdevon.gov.uk](mailto:dataprotection@swdevon.gov.uk) telephone 01803 861234 or write to them at South Hams District Council & West Devon Borough Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

If you are not happy with how we have handled your complaint, you have the right to contact the Information Commissioner's Office to make a complaint about what we do with your information:

- Telephone them on 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
- Visit their website at [www.ico.org.uk](http://www.ico.org.uk)
- Write to them at

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF