

# HUMAN RESOURCES PRIVACY NOTICE V.1



## 1. How We Use Your Personal Information

We use your information to provide a Human Resources function to Exeter City Council, its employees & its stakeholders which operates above the minimum parameters of the Employment Rights Act 1996, the Health & Safety at Work 1974 and the Equality Act 2010 whilst also complying with local and national conventions as set out by JCNC (NJC for Senior Managers).

We use your information to ensure that:

- You get paid
- We, as an employer are operating within the agreed contractual terms & conditions
- You, as an employee are operating within the agreed contractual terms & conditions
- You have relevant and timely Learning & Development opportunities in order to carry out the role you are employed to do
- You have a mentally and physically safe working environment
- ECC comply with statutory reporting requirements such as Equal Pay reporting and general workforce data
- That our workforce feels valued and engaged

## 2. What We Will Do With Your Personal Information

Your information will be collected, stored and used by the Human Resources Department of Exeter City Council. Your information will also be shared with statutory required organisations where applicable (see 2.1 below). To ensure that we can provide the services as outlined above we will also share some of your information with some non-statutory required third party organisations (see 2.2 below) which include:

- Occupational Health Providers
- BACS
- Training Providers including educational establishments
- Other Local Authorities
- Trade Unions
- Employee benefits providers e.g. Voucher providers, events venues

*2.1 Statutory required organisations* means organisations that we are legally obliged to pass your information on to i.e. We have a statutory duty to pass your personal information on to HMRC, if we do not we are breaking the law. Therefore HMRC and any other statutory required organisations such as DBS, Office of National Statistics etc. are not listed in this Privacy Notice.

*2.2. Non-statutory required third party organisations* are organisations that we are not legally obliged to pass your information on to. However, if we did not share your information with these organisations we would be unable to sustain/provide the services required of us i.e. If we were unable to share your personal information with BACS, we would not be able to send your pay to your bank.

## 3. How Long Will We Keep Your Information

Whilst you are employed by Exeter City Council all of your personal information will be stored on your Personal File as per the Exeter City Council Retention Policy which can found here <http://intranet/index.aspx?articleid=806>

Once your employment with Exeter City Council has terminated we will store the majority of your information for a further 6 years from your employment termination date. There are some exceptions to this such as:

- Medical Assessments & Occupational Health Records which we are required to keep for 75 years after your date of birth
- Records re Major Injuries- We are required to keep these for 40 years after your employment termination date

When we no longer need to keep your information, we will securely and confidentially dispose of it.

#### **4. Your Rights**

You can make a request to access the information we hold about you by making a request to our Data Protection Officer. If at any point you believe the information we hold about you is incorrect you can request to have it corrected or deleted. If you wish to raise a complaint about how we have handled your information you can contact our Data Protection Office who will investigate the matter.

#### **5. More Information**

For more information about how we look after your information or to find out more about your rights, go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection) or contact the Data Protection Officer on 01392 265257.