

Privacy notice – Shropshire Council HR

Who we are?

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at: information.request@shropshire.gov.uk

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

- Absence / Sickness
- Address
- Annual Salary
- Assessments of your performance, and training
- Asylum & Immigration ID Documentation
- Bank account details
- Barred List 99
- Basic DBS Check
- Cause of death
- Certificate of Age Exception Cards
- Change of address
- Change of Name
- Contracts
- Criminal convictions
- Current Salary details
- Data of birth and gender
- Date of death
- Date of Leaving
- Death certificate
- Details of any performance, disciplinary or grievance you have been involved in until spent
- Details of leave taken
- Contracted work pattern
- Education/qualifications/training
- Employment history
- Medical health and history (OH)

- Disability information
- Driver License/Passport details
- Email address
- Emergency contact details
- Employee name
- Employee Number
- Employer address
- Employment History
- Ethnic origin
- Financial Institution Account
- Information about your criminal record
- Interview notes
- Job Title
- Leave date
- Managers Name
- Marital status
- Maternity / Paternity / Parental Leave
- Medical information
- Membership of professional bodies
- Name
- National insurance number
- Nationality - entitlement to work in the UK
- New employer
- New Starter details
- Next of kin
- NI Number
- Occupational Health reports
- P45/P46
- Pay and deduction details
- Pension Membership
- Phone number
- Post number
- Previous employment
- Proof of ID and age
- Referee contact details
- References for future employers
- Religious beliefs
- Right to work declaration
- Signature
- Standard/Enhanced DBS Check
- Statutory Body reference numbers e.g. teachers ref number.
- Tax code
- Telephone Number
- Union Membership
- Work Base

Details of information obtained from third parties?

Payroll action information received about you from:

- HMRC (tax code changes)
- Pension (leaver , starter and opt out information)

How is your information used?

When you apply for a role with Shropshire Council, we ask for personal information for recruitment and statistical purposes.

When you are successfully appointed to a role within Shropshire Council, we ask for further information from you to be able to pay you correctly and be legally compliant

We use your data for all or some of the following purposes:

- effectively manage the employment relationship
- be legally compliant
- communication with you throughout the recruitment process
- consideration of your application in respect of the job you have applied for
- determination of whether you will proceed to the next recruitment and selection stages
- obtaining information from your referees
- Carry out checks on your right to work in the UK, determine any other factors which may affect your suitability for the role e.g. criminal record, disqualification from childcare or working with vulnerable adults, fitness for the role, prohibition from teaching.
- maintain accurate and up-to-date employee records
- ensure effective general HR and business administration
- provide references on request for current or former employees
- respond to and defend against legal claims
- maintain and promote equality in the workplace.

We may rely on the following lawful reasons when we collect and use personal data during a recruitment exercise and subsequent employment relationship:

- legitimate interest – this being the recruitment of staff to the Council
- legal obligations – we may process the data to meet regularly obligations.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

HR, Payroll, Occupational Health, Health and Safety, relevant Line Manager and Senior Manager.

Previous employers, so we can get references

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

External organisations that provides services on the council's behalf;

- The Disclosure and Barring Service
- Payroll software provider
- Recruitment Software provider
- NHS
- DWP
- Courts Service
- National Fraud Initiative /Police
- BACS/BACS Bureau
- Payroll Printing Supplier
- HM Revenue & Customs
- Pensions Administrator
- Pension Regulator
- Organisation where voluntary deductions are taken from pay

The Cabinet Office (which is a government department), for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise. Read more about the National Fraud Initiative.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you in some circumstances.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

N/A

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://shropshire.gov.uk/website-information/use-of-cookies/>

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance
Shropshire Council,
Shirehall,
Abbey Foregate,
Shrewsbury,
SY2 6ND

By phone: 01743 252774

By email: information.request@shropshire.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

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

By phone: 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk