

Human Resources & Organisational Development

1 April 2019

The following privacy notice applies to the Human Resources & Organisation Development Service. This service needs certain information to progress an application to work for us and when employed, to fulfil our legal obligations as an employer and to enable workforce monitoring information to be extracted.

The elements of the service that use this information that you provide to us include:

- Human Resources Service Centre (including payroll)
- Human Resources & Organisational Development professional advice and support (including workforce management information)
- Workforce Development

Information Collected:

Recruitment:

If you are applying for a role with the Council we will collect:

- Name
- Address
- Date of birth
- Contact details, including personal email address
- National Insurance Number
- Equalities information
- Relationships information
- Education & training information
- Qualifications
- Career history
- Membership of Professional/Regulatory Bodies
- Criminal Convictions

This information is provided by you through the application process.

All the information on the application form is collected.

Employment:

As an employee and as part of the pre-employment check process, we will retain the information collected at the recruitment stage and we will also collect:

- Registration, Disclosure and Barring Service and regulatory body information
- Financial Information
- Other personal information:
 - Next of kin
 - Equalities

- Bank details
- Health information
- Occupational Health referral/Assessment Information
- Relevant employment case information
- Other elements of employment information required in order to fulfil our function as the employer

Agencies we might share the information with:

Applicant:

- Internally, for the purpose of recruitment
- With external recruitment consultant to support recruitment & selection process (usually for a senior post)

Employee:

- Occupational Health Service providers
- Registered bodies and Disclosure and Barring service
- Rewards Scheme provider
- E-learning provider
- Pension scheme providers
- HMRC & BACS
- Other third parties for authorized pay deductions

Purpose for processing:

Applicant:

- Recruitment and selection process.

Employee:

- To fulfil our legal duties as an employer
- Employment purposes e.g. HMRC and BACS for salary and tax purposes, and other authorised deductions to designated third parties e.g. Trade Unions, housing benefit, health schemes.
- Occupational Health Service provider
 - As part of a referral process and as part of our employment procedures to enable advice and support.
- Registered bodies and DBS (Independent Safeguarding Authority)
 - As required by regulation and for pre-employment checks during recruitment.
- Rewards Scheme provider and E-learning provider
 - To enable your access to the system.
- Internal Training and Development team
 - To organize and record any provision of these services.