

You can find out more about us at www.causewaycoastandglens.gov.uk

Data Controller Name: Causeway Coast and Glens Borough Council
Address: 66 Portstewart Road, Coleraine,
Telephone: 028 7034 7034
E-mail: info@causewaycoastandglens.gov.uk

PRIVACY NOTICE

This privacy notice is to let you know how the **Organisation Development and Human Resources Department** of Causeway Coast and Glens Borough Council will look after your personal information.

Our Standards:

The processing of personal data is governed by the Data Protection Act (DPA) and other relevant legislation. When we ask you for personal information, we will ensure that:

- you know why we need it
- we only ask for what we need and don't collect too much or irrelevant information
- we protect your information and make sure nobody has access to it who shouldn't have
- we only share it with other organisations when it is lawful to do so
- we don't keep it any longer than is necessary
- it is not made available for commercial use without your permission

Why Are You Processing My Personal Information?

Organisation Development and Human Resources Department (OD/HR) is collecting and processing your personal and sensitive information for legitimate business purposes to administer our employment or contractual relationship with you, to run our business and to ensure compliance with statutory legislation.

The law determines how organisations can use personal information. The key laws relating to the reasons for the collection of personal and sensitive data are:

- The Data Protection Act 1998
- The General Data Protection Regulations 2018 (GDPR),
- The Employment Rights (NI) Order 1996,
- The Employment Equality (Age) Regulations (NI) 2006,

- The Disability Discrimination Order (Northern Ireland) 2013,
- The Sex Discrimination Order Regulations (Northern Ireland) 2016,
- Race Relations Regulations (NI) 2012,
- Fair Employment (Monitoring) Regulations (NI) 2002,
- Equality Act (Sexual Orientation) Regulations (NI) 2007.

We will use your personal information for the following reasons:

- Pre-employment checks, including health checks, criminal records checks, right to work checks and reference checks;
- workforce planning, recruitment and staffing;
- to manage other aspects of your employment relationship including workforce management, absence management, grievance, disciplinary, other employee relationship issues
- workforce administration, payroll, pensions, compensation and benefit programs;
- performance management, learning and development;
- advancement and succession planning;
- legal compliance, including compliance with government authority requests for information, statutory monitoring returns and tax compliance;
- workplace management, such as travel and expense programs and internal health and safety programs,
- internal reporting,
- audit;
- to contact you or your nominated contact in the case of an emergency;
- to protect CC&G, its workforce, and the public against injury, theft, legal liability, fraud or abuse; and
- other legal and customary business-related purposes.

What Type of Personal Information Are You Processing?

We will be collecting and processing the following types of personal information:

- Personal identification information, such as your name, home address, email address, date of birth, gender, work- related photographs, and home phone number;
- Government-issued identification numbers, such as national insurance number for payroll purposes;
- Immigration, right-to-work and residence status;
- Family and emergency contact details;
- Job-related information, such as years of service, work location, employment ID number, career record, vacation absences, and contract data;
- Educational and training information, such as your educational awards, certificates and licenses, vocational records and in-house training attendance;

- Recruitment and performance-related data, such as objectives, ratings, comments, feedback results, career history, work equipment, career and succession planning, skills and competencies and other work-related qualifications;
- Information needed for compliance and risk management, such as disciplinary records, background check reports and security data; and
- Payroll- and payment or benefits-related information, such as salary and insurance information, dependents, government identifier or tax numbers, bank account details, and employment related benefits information.
- Pension information
- Special Category data – eg health data, section 75 data (age, dependants, disability, gender, marital status, political opinion, racial group, religious belief and sexual orientation), trade union membership

Where Do You Get My Personal Information From?

We may collect your personal information in a number of ways, for example:

- information provided as part of an application process
- information provided when you commence employment with us
- information given to us during the course of your employment
- health data given to us from medical professionals
- from other organisations/agencies

Do You Share My Personal Information With Anyone Else?

Your information will be held by **OD/HR Department** of Causeway Coast and Glens Borough Council

We may share your information with

- internal Council Departments including line managers
- Occupational Health
- NILGOSC (Pensions provider)
- Grafton for AccessNI (Criminal records check)
- Hallmark (Personnel system provider)
- North Time and Data (Time and attendance system provider)
- E-Learning – Learning Pool
- Solicitors
- HRMC
- Trade Unions (NIPSA, UNITE, GMB)
- Council Insurance Company
- Other benefit providers (eg Inspire, Westfield Health, Employers for Childcare, Cycle to work providers)
- Investigators / Coaches
- other government agencies

We will not disclose any of your personal information to any other organisation unless required to do so by law.

How Long Do You Keep My Personal Information?

We will only retain your personal information for as long as necessary to achieve the purpose for which it was collected, which is usually for the duration of the employment contract plus 6 years.

All information stored is subject to and is kept in line with the Council's Retention and Disposal Schedule

<https://www.causewaycoastandglens.gov.uk/council/access-to-information>).

We may also keep it for longer in order to meet other legislative requirements, legal privileges, or to answer requests for information from ongoing or impending statutory inquiries.

What Rights Do I Have?

- You have the right to be informed that your information is being processed
- You have the right to obtain access to your personal information
- You can have your personal information rectified if it is inaccurate or incomplete
- You can ask for your personal information to be erased (where there is no compelling reason for its continued processing)
- You have the right to restrict processing in certain circumstances
- You have the right to object to the processing of personal information.

For further information on your rights, please contact the Council's Data Protection Officer:

Data Protection Officer: Elizabeth Beattie

Telephone: Ext 3118

Email: dpo@causewaycoastandglens.gov.uk

What We Ask of You

- Please make sure that any information you give us is as accurate and as complete as possible.
- Don't include personal information about another person (including your family members) unless you have told the individual concerned and they agree to it being supplied to us.
- Tell us as soon as possible if any of the personal information you have provided changes.

How Do I Complain If I'm Not Happy?

If you are unhappy with any aspect of how your personal information is being processed, please contact the Council's Data Protection Officer:

Data Protection Officer: Elizabeth Beattie

Telephone: Ext 3118
Email: dpo@causewaycoastandglens.gov.uk

Your complaint will be dealt with using the Council's complaints process - further details on this can be found at

<https://www.causewaycoastandglens.gov.uk/council/comment-compliments-and-complaints>

If you are still not happy, you have the right to complain to the Information Commissioner's Office (ICO) – contact details are given below:

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

Tel: 0303 123 1113
Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

Information Security

Any information carried over the Internet is not secure; information can be intercepted, lost, redirected, changed and read by other people. Any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to mitigate unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage. We will retain your information in accordance with our Retention and Disposal Schedule.

We have implemented security policies, controls and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our employees, processors and sub processors who have access to and are associated with the processing of personal information, are obliged to ensure compliance with the Data Protection Act.

Further Information

For further information on how your personal information is used, how we maintain the security of your information and your rights to access information that we hold on you, please contact us using our secure online contact form

<https://www.causewaycoastandglens.gov.uk/contact-us>).

Or you can call us on 028 7034 7034 or e-mail

info@causewaycoastandglens.gov.uk