



This privacy notice sets out how South Oxfordshire and Vale of White Horse District Councils (the “Councils”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process, and share the data you give to us. It is written in accordance with UK data protection legislation.

This notice relates to what personal data we hold about you, how we collect it and how we use and may share data about you before, during and after your employment at the Councils ends.

The notice applies to potential, current and former employees of the Councils and those we have contacted but have opted not to join us under a contract of employment. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

1.1 Purpose of our Processing

We have set out below the different purposes for which we collect and use your personal data.

- process your employment application/s
- for the performance of a contract with you, or to take steps to enter into a contract
- maintain accurate and up to date employment records and contact details (including emergency contact details) and records of employee contractual and statutory rights,
- ensure appropriate right to work checks are carried out,
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace,
- operate and keep a record of employee performance, 121 conversations and appraisals/objective setting discussions,
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving pay or other benefits to which they are entitled,
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law and to allow effective workforce management and ensure that employees are receiving pay or other benefits to which they are entitled,
- to defend any legal claims that may be brought against the Councils in connection with your employment,
- operate and keep a record of other types of leave, to allow for effective workforce management, to ensure that the Councils comply with duties in relation to leave entitlement and to allow effective workforce management and ensure that employees are receiving pay or other benefits to which they are entitled,
- 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 workforce,
- manage payments and deductions made through payroll,



- recruit, train and manage the employment of our workers,
- keep track of spending within service areas
- complete statutory reporting requirements, such as gender pay gap reporting,
- measure the workforce in a variety of areas, such as performance, wellbeing, diversity, and inclusion.

1.2 How we collect your data

The Councils will collect information in a variety of ways. For example, we may collect this data from you, your manager, your personnel records, pension administrators, former employers, employment agencies, staff benefit providers, apprentice training providers, your documents from medical and occupational health professionals we engage with, security clearance providers such as the Disclosure and Barring Service (DBS), your trade union, and other employees.

1.3 Lawful basis for processing personal data

Under the UK GDPR we are required to have a lawful basis for processing your personal data. The following apply depending upon the purpose of our processing activity.

Performance of a contract: Article 6(1)(b)– the council needs to process data for the performance of a contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you and to facilitate administration of your pension.

Legal obligation: Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject. For example, processing is necessary for carrying out obligations or exercising rights in employment law, checking your entitlement to work in the UK, to deduct tax, to comply with health and safety laws, to enable you to take periods of leave to which you are entitled and to make statutory returns and make referrals to professional bodies or Government Departments where there is a legal requirement to do so.

Vital interests: Article 6(1)(d) – processing is necessary to protect the vital interests or those of another person. For example, processing is necessary for emergency situations where you are incapable of giving your consent.

Processing is also necessary to defend any legal claims that may be brought against the Councils in connection with your employment, or to establish, bring or pursue a claim against you.

1.4 Categories of personal data being processed.

The Councils collect and process personal data relating to its prospective, current, and former employees to manage the employment relationship. In the case of contractors paid under IR35 and agency workers the Councils collect and process personal data in order to manage the contract for the services you provide.

The data the Councils collect includes:

- Your name, date of birth, address and contact details, including email address and telephone numbers,



- Employment contract information and unique payroll ID number
- Your employment history with South Oxfordshire and / or Vale of White Horse District Councils including job titles of positions held, start and end dates and the terms and conditions of your employment,
- Information about your remuneration, including entitlement to benefits such as (but not limited to) pension, car allowances, cycle scheme
- Details of your education, qualifications, skills, experience, and employment history, including start and end dates, with previous employers,
- Details of any gaps in employment and details of any local government continuous service,
- Details of whether you are a relative or partner of, or have any close personal relationship with any employee or elected Councillor of the Councils,
- Details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the role,
- Photographs of you,
- Personal financial details including details of your bank or building society account and national insurance number,
- Details of any expense claims you make,
- Details of your vehicle should mileage claims be made,
- Details of deductions from pay such as tax, national insurance contributions, student loan repayments, court orders, trade union subscriptions,
- Information about your marital status, next of kin, dependants, and emergency contacts,
- Information about your identity, nationality, and entitlement to work in the UK including related documents such as passport or other identification and/or immigration information,
- Details of your schedule (days of work and working hours) and time/attendance records at work,
- Details of periods of leave taken by you, for example holiday, sickness absence, dependents leave, and the reasons for the leave,
- Details of any conduct and/or disciplinary issues, capability, or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence (depending on the nature of the procedures this may include special category data),
- Assessments of your performance including appraisals, one to one supervision notes, performance improvement plans and the related correspondence,
- Details of the training and assessments that you undertake, information in applications you make for other positions within the Councils,
- Information provided to the Councils via staff surveys
- Where you drive on Council business/ have a lease car we will collect details of your driving licence and any driving offences that you incur,
- Information about your use of ICT, communication and other systems and other monitoring information,
- Information obtained by electronic means such as your use of electronic pass and use of e-learning.
- Information obtained by electronic means such as the use of telematics or dash cams in Council owned vehicles.



1.5 Special categories of personal data being processed (sensitive data)

The personal data we process may include sensitive special category data including:

- Data concerning health information – information about medical or health conditions, fitness to work and information in your sickness and absence records including whether or not you have a disability for which the Council needs to make reasonable adjustments,
- Equal opportunities monitoring information, including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health, and disability,
- Trade union membership

1.6 Criminal offence data being processed

The criminal offence data we process may include:

- Information about your criminal record including results from DBS checks where applicable to your role.

1.7 Condition for processing special categories of personal data

Where the Councils process other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done under UK GDPR Article 9(2)(b) – employment safeguards and fundamental rights, Schedule 1, Part 1 (1) DPA 2018 – processing for employment purposes, or under Schedule 1, Part 1 paragraph 2 (2)(b) the assessment of the working capacity of an employee.

You are under no obligation to provide any of the data listed, but a refusal to do so will clearly affect the ability of the Councils to provide you with employment, manage your pay or perform any of the other usual functions and duties of an employer.

1.8 Processing of personal data relating to criminal convictions and offences

Criminal offence data will be processed under additional UK GDPR Article 10 and condition in Schedule 1, Part 1 (1) DPA 2018 – processing for employment purposes.

1.9 Who your data may be shared with

Your information may be shared internally with authorised Council employees, including with members of Strategic HR and members of recruitment panels where you apply for a new role or seek a secondment/redeployment within the Councils, your line manager, managers in the service area in which you work and IT staff if access to data is necessary for performance of their roles.

The Councils share your data with third parties to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records



checks from the Disclosure and Barring Service and our Occupational Health provider to seek pre-employment medical checks.

The Councils may also share your data with third parties in the context of a transfer of some or all of its business (e.g., Transfer of Undertakings Protection of Employment rights or TUPE). In those circumstances the data will be subject to appropriate confidentiality arrangements.

The Councils may also share your data with third parties that process data on its behalf in connection with the provision of benefits, e-learning, monitoring use of Council vehicles, and the provision of occupational health services.

The Councils share your data with third parties where it is legally required to do so, such as to comply with requirements for statutory reporting or where it is required to report a dismissal to the Disclosure and Barring Service or to a professional body. We will not share your information with family members or friends unless you have given us permission to do so.

We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crimes

1.10 Sharing data outside the United Kingdom

Your data will not be stored or sent outside of the UK, with the exception of requests for references where the referees you have provided are outside of the UK.

1.11 How long will the data be kept?

Your personal data will not be kept longer than necessary.

Employee information will be kept for the entire employees' length of service, plus seven years following their leaving the Councils. This will be extended where, for statutory purposes, certain information must be kept for a longer period of time, for example pensions information.

1.12 Your rights

You have a number of rights when it comes to the data we hold about you but these vary depending on which lawful basis we rely on for processing your data, as set out in 1.3 above. The rights are detailed on our data protection pages on our websites.

South Oxfordshire

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/data-protection/>

Vale of White Horse



<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/data-protection/>

1.13 Complaints

If you believe we have not handled your personal data as we have described here, please contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach the ICO [through their website](#) or call them on 0303 123 1113. Their mailing address is:

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