

Employment Services - Privacy Notice

This notice should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

This Notice provides additional detail relating to the processing of Personal Data in relation to the provision of employment services.

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 will be basic personal details (ie your name and address) and, where necessary, other more sensitive data required to support your employment.

Please refer to the end of this Notice for a list of data.

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 your details, including some special category personal information. This is 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 will rely on the following lawful reasons when we collect and use personal data during a recruitment exercise and subsequent employment relationship:

UK GDPR Article 6(f) Legitimate interest: The recruitment of staff to the Council

UK GDPR Article 6(b): Contract

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 providers 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.

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 are in place to protect the loss, misuse or alteration of

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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.

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

Please refer to the main notice for this information.

Complaints and concerns about the handling of your personal information:

Please refer to the main notice for this detail.

This Notice was last updated:

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List of the kind of data that HR collect about you

Please note this may not be an exhaustive list.

- 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