

**Privacy Notice - Employees**

This notice is provided for clarification on what information the Council needs in order to process employee personal records. It is necessary for the Council to gather, collect, store and process personal information in order to deliver its services. The Council puts measures in place to protect the privacy of individuals throughout this process.

**Who is responsible for your information?**

All personal information is held and processed by Blaenau Gwent County Borough Council in accordance with Data Protection legislation. For information on the role of the Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the ‘Data Protection’ page of the Council’s website:

[https://blaenau-gwent.gov.uk/en/Council/data-protection-foi/data-protection-act/](https://blaenau-gwent.gov.uk/en/council/data-protection-foi/data-protection-act/)

**What Information do we need?**

Blaenau Gwent County Borough Council will collect personal information about you, and if necessary, your family and other parties. This information will include:

* Details about you, such as, your name, address, NI number, telephone number, email address, date of birth, gender, bank details, union membership, medical conditions, sickness, conviction data, emergency contact, next of kin; relationship status, religion, ethnic origin, national identity, sexual orientation, disability, language preference and personal caring responsibilities. This information is only requested in order to monitor the effectiveness of our equality and diversity policies.
* Other relevant information needed to process your employment record, such as a description of your duties.

**Why do we need your information?**

This information is required by the Council in order to manage your contract of employment.

**Who will we share your information with?**

To enable the Council to process your employment record and comply with our legal obligations, we will share your information with partner organisations, including:

* Department for Work and Pensions, HM Revenue and Customs and other Government departments;
* Pension providers;
* Trade Unions;
* Auditors and Regulators;
* Occupational Health Provider;
* Powys County Council DBS Unit;
* SRS (Shared Resource Service Wales) – ICT service provider;
* Software Consultants e.g. support for MidlandHR and Civica
* All Wales Academy (online e-learning)
* Current, past and prospective employers;
* Professional bodies;
* Data processors;
* The disclosure and barring service;
* Insurance Brokers and Insurers;
* Approved organisations and people working with the Council.

The Council will also make any disclosures required by law and may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds.

**What is the Lawful basis for processing?**

In order to comply with GDPR, personal data shall only be processed where a condition is met under article 6 of the legislation.

In this case, I can confirm the lawful basis for processing are as follows:

* performance of a contract with you or you have asked us to process your information prior to entering onto a contract
* a legal obligation that requires us to process your personal information
* a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms

**How long do we keep your information?**

The Council will only keep your information for as long as is necessary. For employee personal records this is usually 6 years following termination of employment. Full details of how long the Council retains your information are outlined in the Retention and Disposal Policy.

**Providing accurate information**

It is important that we hold accurate and up to date information. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Automated Decision Making**

Some decisions are computer-based as the Council uses automated systems to support its services. If your personal data is processed by automated means, you will be notified of the outcomes and a summary of the criteria used in this process. The results are subject to a final decision by the relevant service manager.