

Privacy Notice – Contract of Employment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address and phone number (including previous address history)
- Email address (private and work related)
- Marital status
- Next of kin/emergency contact details
- Equal opportunities monitoring information
- Trade union membership (for the purposes of subscription payment only)
- Date of birth
- National Insurance Number
- Employee Number
- Bank details
- Salary information (including tax, national insurance and pension contributions where applicable)
- Details of any periods of maternity, paternity, adoption, shared parental leave or other forms of special leave
- Details of requests for flexible working arrangements
- Details of dates of sickness absence and reason(s)
- Details of training/qualifications
- Details of health surveillance assessments
- Details of involvement in disciplinary, grievance, bullying & harassment, organisational change or sickness absence procedures (full detail of the information that will be held is available in the Employee Records Retention and Destruction schedule at https://www.westlothian.gov.uk/media/10861/Employee-Records-Retention-and-Destruction-Schedule/pdf/2018-05-05_Retention_of_Records_in_Employee_Files.pdf)
- Username (the name used to access council systems)
- Date, time, duration and address of visited websites
- Date, time, subject, sender and recipients of emails
- System login time, system IP address, log files, location, applications used
- Dialed/received telephone numbers with date, time and duration of call

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council, in relation to the performance of the employment contract will be used in the following ways:

- To make payments to you, including rectifying any under or over payments
- To ensure correct tax, national insurance and pension contributions (where applicable) are applied
- To ensure compliance with council policies and procedures
- For fraud prevention
- To provide secure access to council systems and ensure auditability over their use

Who we will share your information with?

We will share your personal information with:

- HMRC
- Lothian Pension Fund/SPPA
- National Fraud Initiative
- The council's employee benefits provider for the purpose of providing access to the employee benefits portal
- The council's occupational health provider when additional information is required in relation to your health and impact on employment
- IT Suppliers/Application suppliers for fault diagnosis and problem resolution
- Police Scotland and other crime agencies where required to do so
- Internal Line Management and Counter Fraud where required to do so.

We will also share your personal information with the police and Government agencies i.e. DWP and/or HMRC for fraud prevention purposes.

How long do we keep your records?

The length of time we keep your records will depend upon the precise nature of the information in question. The Employee Records Retention and Destruction schedule gives full details of the retention period for each category of information.

We will also keep the data about you so long as you require access to council systems. In addition, IT system Logs / records will be retained for 12 months.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

Further information

If you have any questions or concerns about how your information is used, please contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.