

PRIVACY NOTICE – HUMAN RESOUCRES – AVC WISE (SALARY SACRIFICE SCHEME)

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful basis we rely on for processing this information is:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting us using the contact information at the end of this document.

The personal information we process is provided to us directly from AVC Wise: -

WE COLLECT	FROM	FOR
Full Name	AVC Wise	To identify you and process AVC application
Home Address	AVC Wise	To identify you and process AVC application
Employee Number	AVC Wise	To identify you and process AVC application
NI Number	AVC Wise	To identify you and process AVC application
Date of Birth	AVC Wise	To identify you and process AVC application
Contact Number	AVC Wise	To contact you if required regarding your AVC application
Email Address	AVC Wise	To identify you and process AVC application
Work Address	AVC Wise	To identify you and process AVC application
Working Hours	AVC Wise	To identify you and process AVC application
Salary	AVC Wise	To identify you and process AVC application

HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Full Name	During current scheme membership and 6 years thereafter	Your personal information will only be used as described above and to allow the council Payroll department to process your AVC application. This information will not be shared with any other party unless the council is legally required to do so.
Home Address	During current scheme membership and 6 years thereafter	
Employee Number	During current scheme membership and 6 years thereafter	
NI Number	During current scheme membership and 6 years thereafter	
Date of Birth	During current scheme membership and 6 years thereafter	
Contact Number	During current scheme membership and 6 years thereafter	
Email Address	During current scheme membership and 6 years thereafter	
Work Address	During current scheme membership and 6 years thereafter	
Working Hours	During current scheme membership and 6 years thereafter	
Salary	During current scheme membership and 6 years thereafter	

YOUR RIGHTS

Under data protection law, you have rights including:

Your right of access	You have the right to ask us for copies of your personal information.
Your right to rectification	You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure	You have the right to ask us to erase your personal information in limited circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
Your right to object to processing	You have the the right to object to the processing of your personal information in certain circumstances
Your right to data portability	You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us using the contact information at the end of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in relation to your AVC membership in order to ensure we process your pay appropriately. 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.

OUR CONTACT DETAILS

Department:	Payroll Team
Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 280000
Email:	Payroll@WestLothian.gov.uk

FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also 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, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 1113