



From mountain to sea

Privacy Notice - General Employment

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To make decisions on your recruitment, appointment and determine the Terms and Conditions on which you work for us.
- To ensure that the information held on employees is current and correct.

Your information is:

Being collected by Aberdeenshire Council
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The Legal Basis for collecting the information is

Personal Data		Special categories of personal data	
Legal Obligations	X	Where the processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller in the field of employment, social security and social protection law	X

- Checking you are legally entitled to work in the UK
- Paying you, deducting tax and National Insurance Contributions
- Complying with the Management of Health & Safety at Work Regulations 1999, notify the Health and Safety Executive of any reportable injuries, Occupational Diseases, and Dangerous Occurrences in which the individual may be involved – RIDDOR 2013
- To record and report accidents and incidents which happen within the workplace. These will include reportable injuries as well as minor injuries, violent incidents and near misses.
- To Prevent Fraud
- To establish your medical fitness for specific job roles where a legal duty for health surveillance exists.
- To comply with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in relation to Equalities monitoring

Personal Data		Special categories of personal data	
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security and social protection law	X

- Administering the contract we have entered into with you including employee benefits and Worksmart Applications
- Liaising with your pension provider.
- Business management and planning, including accounting and auditing.



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- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- To administer all paid and unpaid leave in accordance with policy and legislation.
- Your image will be used for creation of ID badges.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics and provide both statutory and non-statutory reports.
- To undertake business travel arrangements.
- To monitor ongoing health at work meeting legal obligations in relation to work related assessments.
- General communication, newsletters, bulletins, mailshots



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- Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If information is not supplied then it would not be possible for the employment contract to function including:

- Engage person in employment as they must demonstrate the legal right to work in UK and suitability for role,
- Pay correctly- including making deductions for taxes, pay expenses claims, make pensions deductions, support insurance claims etc.
- Manage employee whilst undertaking contract to ensure standards are met as set out in contract of employment
- Record training that has been undertaken to ensure employee remains up to date for work related training e.g. SSSC, CPC, Manual Handling and First Aid
- Record accidents as required by HSE
- Provide access to employee benefits
- To create ID badges
- To ensure the individual is not barred from regulated work
- Travel bookings cannot be undertaken
- Engage person in employment as they must demonstrate they meet the standard of health required for specific job roles so a risk is not posed to the health and safety of themselves or others
- Make reasonable adjustments in a safety critical job role that will allow them to continue in that job role



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Your information will be shared with the following recipients or categories of recipient:

Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HRMC.

- Pensions bodies including Scottish Public Pensions Agency (SPPA) and Local Government Pension Scheme (LGPS)
- Home Office
- Care Inspectorate
- Scottish Qualifications Authority (SQA)
- Border Agency
- Police
- National Fraud Initiative
- Scottish Government
- Department of Work and Pensions (DWP)
- Solicitors and banks
- Trade Unions (if a member paying through payroll system)
- Aberdeenshire Council Employee Benefits providers (currently Sodexo and Edenren)
- Health and Safety Executive
- Aberdeenshire's Occupational Health provider
- General Teaching Council Scotland (GTCS)
- Scottish Social Services Council (SSSC)
- I-Trent (payroll provider)
- Cherwell (Case management system)
- EMIS (payroll database provider)
- Disclosure Scotland
- Aberdeenshire Council Insurers
- Airlines, Hotels, Train Companies, Airport Car Parking Companies and Vehicle Hire Companies
- Skills Development Scotland
- Funding Information and Processing System (FIPS)
- Previous employers to confirm local government length of service

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Hotel bookings may be made out with the European Union. Checks will be made when the booking is placed.

USA- covered by Privacy Shield (Work smart applications only)

The retention period for the data is:

In line with the Aberdeenshire Council HR department retention scheme that can be found [here](#).



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The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.