

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

People Services (HR) in Corporate Resources Department

What Information do we need from you?

We need to know the following about you: e.g. name, address, NI Number, email, mobile number, child's name, child's date of birth.

Why do we need this?

We need this information:

- To employ staff
- Statutory requirements e.g. reporting to government
- Service delivery
- Service improvement and planning
- Regulatory, licensing and enforcement functions
- Prevention and detection of crime
- Financial transactions
- Research
- Traded services
- Promote Access To Work
- Monitor equalities issues

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations or public task, under various UK laws including but not limited to:

- The Employment Rights Act 1996
- The Sex Discrimination Act, 1970
- The Equal Pay Act of 1970
- The Disability Discrimination Act, 1995
- The National Minimum Wage Act, 1998
- The Working Time Directive, 1999
- The Employment Relations Act, 1999
- Health and Safety at Work, etc. Act 1974
- The Equality Act 2010
- The Public Sector Equality Duty - Equality Act 2010
- The Localism Act 2011

as the lawful condition for us to do this.

We are also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because this is necessary as part of your employment.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Judicial Agencies e.g. Courts
- Police
- Childrens Social Care
- Adults Social Care
- Probation
- Health Agencies including occupational health providers
- Education Providers
- Government Departments e.g. DWP, HRMC, Education, S4c
- Immigration Services
- Disclosure & Barring Service
- Regulatory Bodies
- Pension Providers
- Trade Unions
- Elected Members & MPs (as your representative)
- Commissioned partners e.g. staff benefit scheme
- Other businesses / organisation (references, market pay organisations)
- Employment Agencies
- Contractors providing IT services

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. Please see the Information Asset Register/Retention Schedule for details of how long we keep specific information sets.

What if something changes?

If the information you provided changes or your circumstances change please [contact us](https://www.leicestershire.gov.uk/about-the-council/contact-us) (<https://www.leicestershire.gov.uk/about-the-council/contact-us>).