

Derby City Council Privacy Notice

How is your information used?

Derby City Council Employees: -

We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.

Any information we provide for equality statistics will be anonymised.

Candidates: -

Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. If you are successful we may use your information to set up a confidential secure record for you with First Care. First Care runs the Council's sickness absence and reporting triage service. We use this information to monitor employees' health and wellbeing to enable the Council to meet its obligations under Health & Safety regulations.

Who has access to your information?

We may share your information with:

- Other Council Departments, Managers, Headteachers/School Business Managers, Time Administrators, Internal Audit, DMC/Business Support and Parking Services to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues.
- External organisation's such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension, Prudential, Standard Life, NHS Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or StrategicHR@derby.gov.uk