

## **Your Personal Data: HR and Payroll**

### **What we need**

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of personal details such as name, address, email address, date of birth, bank details, health details etc.

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the UK General Data Processing Regulation (UK GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. As your employer, the Company needs to keep and process information about you for normal employment purposes. This includes, but is not limited to:

- Personal details such as name, title, address, telephone number, email address, date of birth, National Insurance number, nationality, sex and gender identity, marital status, information about your dependants
- Next of kin and emergency contact information
- Banking, tax status and other financial information
- Salary, leave, pension and benefits information
- Recruitment information
- Employment records (including job titles, work history, working hours, location of workplace, personal development and training records, performance information, exit interview, health and safety information and professional memberships)
- Disciplinary and grievance information

We may also process the following "special categories" of more sensitive information:

- Information about your race or ethnicity, religious beliefs and sexual orientation
- Trade union membership
- Information about your health, including any disability and/or medical condition, health and sickness records

The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

## **What we do with it**

All the personal data is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so. Certain information eg leave and sickness absence, you provide, may be shared with managers. Pension information will be shared with the relevant pension service. Certain data may be shared with external audit, HMRC, and the National Fraud Initiative.

## **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data typically for between 6 months and 10 years depending on the nature of the transaction and the relevant statutory requirements, in accordance with the Council's retention schedule.

## **What are your rights?**

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some or all of your personal data, please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email [dataprotection@midsussex.gov.uk](mailto:dataprotection@midsussex.gov.uk) or write to

Data Protection Officer  
Digital & Technology  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath, RH16 1SS

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