



General Data Protection Regulations (GDPR)

Privacy Notices guidance notes

Introduction

The General Data Protection Regulation (GDPR), impose obligations on Wigan Council as a Data Controller. This will enhance our commitment to the protection and safeguarding of all personal data that we manage in all our operational activities. Each individual has a joint responsibility and role to play to ensure that we remain compliant.

To comply with the GDPR requirements we will have additional reporting requirements and be subject to increased fines and penalties.

Personal Data

Wigan Council handles personal information for all our employees and this consists of;

Personal data: which now includes information relating to a living person, who can be identified directly or indirectly by such information (e.g. name, ID number, location data, an online identifier, and one or more factors specific to the physical, physiological, genetic, mental, economic or social identity of that person).

Sensitive personal data (which has a higher threshold of protection) will include genetic data, biometric data and data concerning sexual orientation in addition to the previous categories such as race/ethnic origin, trade union membership, health and criminal records.

What is a Privacy Notice?

Transparency and openness is important and as part of our fair processing we have created a Primary Privacy Notice and an Employee & Recruitment Privacy Notice.

These notices explain how we use your personal information. They tell you about your privacy rights and how the law protects you in accordance with the General Data Protection Regulations (GDPR).

How your information will be used?

As your employer, Wigan Council needs to keep and process information about you for normal employment purposes. 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

Council 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, to comply with any legal requirements, protect our legal position in the event of legal proceedings

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records

You will, of course, inevitably be referred to in many Council documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the Council.

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, pensions, voluntary schemes etc.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

Has anything changed?

The personal information we handle has not changed, and we will not be storing anything new.

Future, current and former employees will be able to;

Right of portability

In the event that you require a copy of the personal data that we hold, you will have the right to request personal data is provided to you (or a third party) in a machine readable portable format free of charge. We consider how and where the personal data is held and if such data

can be easily transferred in a safe, secure manner without impacting the usability of such data by you. We will respond without undue delay, and in any event within one month.

Right to be forgotten (right to erasure)

You have the right to request for the removal or erasure of personal data, for example if it is no longer necessary, if you object to such processing and/or you withdraw consent.

Data subject access requests

Under the GDPR the right of data subjects to request information about the personal data processed by employers remains largely the same. Wigan Council must respond without undue delay and in any case within one month of receipt of the request.

What you need to do?

Read the privacy notice and ensure you are happy with it.