

Data Protection Notice to Employees

The City of London Corporation will use information which it obtains about employees for administration, management purposes and carrying out appropriate security checks. We may disclose your information to our service providers / agents for these purposes. We may share data with external agencies for the prevention or detection of crime, in accordance with legal obligations. We may keep your information for a reasonable period in accordance with legal requirements after you leave our employment.

We may share your personal data with trade unions and organisations which provide and administer employee benefits e.g. pension schemes and other services on behalf of the City of London Corporation.

The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained. The organisation will keep hard copies of information in a locked filing cabinet. Information stored electronically will be subject to access controls and passwords. Encryption software will be used where necessary.

There is a possibility that some information about you may be transferred to countries which may not provide the same level of data protection as the UK, but if we do make such a transfer we will, if appropriate, put a contract in place to ensure that your information is protected. By returning any forms accompanying this notice, you signify your consent to any such transfer of your personal data, and also to our processing your sensitive personal data such as health data, or unspent criminal convictions, for any of the purposes specified.

We will from time to time distribute information to you about goods, services or promotions of ours or other companies which may be of interest to you. If you do not wish to receive this you can choose to unsubscribe.

By giving us information about another person, e.g. emergency contact details, you signify your confirmation that they have appointed you to act for them, to consent to the processing of their personal data including sensitive personal data and to the transfer of their information abroad and to receive on their behalf any data protection notices.

You have a right to ask for a copy of your information (for which a small charge is applied – see the Data Protection policy for the types of information you can request). You can correct any inaccuracies in your personal data via the self-service system, or alternatively by notifying Corporate HR. Note that we may monitor or record communications (such as telephone, email, internet use) for the purposes set out in our Code of Conduct. If you have any query or concern about any of the above, please contact the Information Officer on 0207 332 1209.