

Employee Privacy Notice

This notice describes how the City of London Corporation (“the City Corporation”) as a data controller collects and uses personal information about you during and after your employment, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The Notice will be reviewed periodically and may be updated at any time.

This Notice applies to current and former employees, workers and contractors. The City Corporation’s Data Protection Officer is the Comptroller and City Solicitor and can be contacted at information.officer@cityoflondon.gov.uk.

The information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

Examples of the categories of personal information we will collect, store and use about you include:

- Personal contact details such as name, title, address, telephone numbers and personal email addresses
- Date of birth
- Gender
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll number and tax status information

- Information such as salary, start date, annual leave, working hours, work title, job roles, pensions and benefits information
- Location of employment or workplace
- Copy of driving licence (if required)
- Recruitment information (including copies of right to work documentation, references, documents verifying identity/qualifications and other information included in an application form, CV or covering letter or as part of the application process)
- Performance information
- Disciplinary and grievance information
- Information obtained through electronic means such as ID card
- Information about your use of our information and communications systems
- Photographs

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious/philosophical beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your health, including any medical condition, health and sickness records, and disability
- Genetic information and biometric data
- Information about criminal convictions and offences, or related security measures such as, for specific roles Disclosure and Barring Service (DBS) checks, the Single Central Register (SCR) in schools) work absence information such as number of absences and reasons
- Data for monitoring and reporting purposes such as equalities data reporting to demonstrate compliance with The Public Sector Equality Duty (PSED). Reporting will be of anonymised data only

Why we collect and use this information

- To make a decision about your recruitment and confirm your suitability for employment
- To determine the terms on which you work for us
- To check you are legally entitled to work in the UK
- To pay you and, if you are an employee, deducting tax and National Insurance contributions

- To administer employees' pension benefits
- To administer the contract we have entered into with you
- To make decisions about salary reviews, compensation and continued employment
- To conduct performance reviews, manage performance, manage sickness absence and fitness to work
- To make arrangements for the termination of the employment relationship
- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To comply with health and safety obligations

The lawful basis on which we process this information

Your personal data will be processed only when there is a legal basis to do so. Processing of your personal data will only take place in one or more of the following circumstances:

1. To perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary in the public interest.
4. Where point 3 does not apply, where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
5. Where we need to protect your interests (or someone else's interests).
6. In limited circumstances, with your explicit written consent.

The legal basis for collecting special categories of data, include the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme, and in line with our data protection policy.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Consent

If we have consent to use your personal information for any particular reason, you have the right to remove your consent at any time by contacting the Information Compliance Team.

Collecting this information

Whilst the majority of information you provide is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. Staff receive mandatory training in data protection.

Storing this information

We hold your personal data for a reasonable period in accordance with legal requirements after the termination of your employment with us.

Sharing this information

We share information about employees with external agencies only when necessary and where the law and our policies permit us to do so, for example for the prevention or detection of crime.

We may share your personal data with the trade unions and organisations which provide and administer employee benefits. For example, auto-enrolment under the Pensions Act 2008 to either the Local Government Pension Scheme (LGPS) for officers or the Teachers' Pension Scheme (TPS) for teachers.

Where a third party is to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. However, where you may choose to elect to enter into an agreement directly with an external staff benefits provider, then that provider's own privacy notice should be referred to.

International data transfers

Employee related personal data held directly by the City Corporation is not routinely transferred to countries outside the EEA. However, certain data processed by third parties on behalf of the City Corporation may be transferred, for instance organisations based outside the EEA or operating on a global basis may need to transfer or store your data outside the EEA. We will put in place additional protections on your personal information if it leaves the UK ranging from secure way of transferring data to ensuring we have a robust contract in place with that third party. Links to each organisation's privacy notice will also be supplied where this occurs.

Your rights regarding your personal information

Under data protection legislation, you have the right to request access to information about you that we hold, also known as a Subject Access Request. You will not have to pay a fee to access your personal information (or to exercise any of the other rights listed below). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You also have the right to:

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your

particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

To make a Subject Access Request or to verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Information Compliance Team at information.officer@cityoflondon.gov.uk who will refer your request to the relevant departmental AIN representatives. Refer to the Data Subject Rights' Policy for further information.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, these should be addressed to: Information Compliance Team, Comptroller and City Solicitor's Department, City of London, PO Box 270, Guildhall, London, EC2P 2EJ, UK; or email information.officer@cityoflondon.gov.uk.

Further information

If you would like to discuss anything in this Privacy Notice, please contact the City Corporation's Data Protection Officer at information.officer@cityoflondon.gov.uk.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.