

Privacy Notice

Employment



This Privacy Notice is designed to help you understand how and why Ryedale District Council processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

This Privacy Notice also applies to Elections and Canvassing staff who are employed by the Council's Returning Officer and the Electoral Registration Officer.

The Council has appointed **Veritau Ltd** to be their Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@ryedale.gov.uk // 01609 53 2526

What information do we process and why?

We process your information to fulfil our obligations associated with your employment contract. This information includes, but is not limited to:

- Personal identifiers (your name, address, date of birth etc)
- Contact Information (email address and phone number)
- National Insurance Number
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance and performance (including disciplinary information)
- Information about your ethnicity, religious beliefs and trade union membership (for the purposes of equality monitoring)
- Information about your right to work
- Relevant medical information which affects your employment
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, and pension contributions to facilitate salary payments

Who has access to my information within the Council?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), as well as Human Resources,

Financial Services and Legal Services when necessary. The Council's Business and Democracy Team may also have access to some of your information as they help to administer HR processes.

Your name, job title, work email address, telephone number, photograph and office base will be available in our internal telephone directory which is accessible to Council employees, members and trusted partners. Please be assured your photograph and office base will not be distributed publicly.

Who has access to my information outside the Council?

We will share your information with the following organisations:

- HMRC
- Department of Work and Pension, if applicable
- North Yorkshire Pension Fund
- Our Occupational Health Provider (NYCC)
- Any salary sacrifice arrangement you sign up to
- Your trade union, if applicable
- North Yorkshire County Council's Disclosure and Barring Service in order to conduct criminal record checks, if applicable
- North Yorkshire County Council who administer payroll functions for the Council
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact the Council to seek a reference

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address publicly in response to a request if we are required to do so.

How long is my data kept for?

Data Held	Retention Period
GENERAL EMPLOYMENT	
P45	6 years after leaving the Council
Personnel file – includes application forms, clearances, contract, HR letters, sick notes	6 years after leaving the Council – may be retained for longer if individual safeguarding or national issues arise, e.g. the Goddard enquiry
Payroll record	6 years after leaving – we retain a skeleton record after this time
Payslip and claims information	6 years after leaving the Council
LGPS scheme information	20 years after leaving the Council
Occupational Health (OH) Information – includes referrals, medical reports etc.	40 years after leaving the Council
Training records (includes data held on Training Admin System, WorkPal)	6 years after leaving the Council
RECRUITMENT	

Recruitment selection paperwork – unsuccessful applicants	6 months after process
Recruitment selection paperwork – successful applicants	Paperwork held by manager for 6 months after closure of the vacancy
DBS	
DBS clearances (Positive and Negative)	Until employee leaves the Council

What is your legal basis for processing my data?

Under the Data Protection Act 2018 the Council is processing your information in relation to your employment contract and is therefore satisfying article 6(1)(b) and article 9(2)(b) of the GDPR.

For more information on how we process your information for employment purposes you may wish to read the following privacy notices:

- Occupational Health (NYCC: <https://www.northyorks.gov.uk/working-us>)
- Pensions (North Yorkshire Pension Fund: <https://www.northyorks.gov.uk/working-us>)
- Disclosure and Barring Service (NYCC: <https://www.northyorks.gov.uk/working-us>)
- Grievance Procedure
- Disciplinary Procedure

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).