

HR Privacy Notice (including recruitment, employee contracts and HR policies)

- **Purpose**

- Recruitment and Selection process
- Employment Contracts
- Employee Payments
- Help with budget management and in the preparation of grant claims
- Ensuring HR Policies are adhered to

- **Description**

High Life Highland (HLH) needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer any other entitlements (pension & travel expenses).

In some cases, HLH needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with Disclosure regulations and to comply with health and safety laws.

Processing employee data allows HLH to:

- run recruitment and selection processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

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Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where HLH processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

This will be done with compliance of the Equality Act, the Employment Rights Act, the Working Time Regulations, the Trade Union Act, the Rehabilitation of Offenders Act, the Asylum and Immigration, TUPE Regulations.

- **If you do not give us your information**

HLH will not be able to employ you if you don't provide personal data and would not be able to carry out its statutory duties in relation to employment.

- **Conditions for processing personal information**

HLH needs to process this personal information to fulfil its contract with an employee (Article 6(1)(b) of GDPR).

Special categories of data relating to employment are processed under Article 9(2)(b) of GDPR.

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

In line with relevant legal obligations and or data sharing agreements, we may need to share information with other organisations, such as:

- Payroll and pension administrator eg. The Highland Council
- Employment funding partners eg. NHS, Macmillan, Inclusion Scotland
- Occupational health provider
- Registered professional bodies
- Disclosure Scotland
- Agency provider
- External organisations receiving staff under TUPE Regulations
- Banks and building societies

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Some limited personal data may also be shared with partner organisations (eg. for circulation or distribution lists) and contractors as appropriate to your role within HLH and personal data will be provided to other organisations to obtain services such as travel, accommodation and use of vehicles.

- **How long we hold your information**

Please refer to the High Life Highland retention schedules which can be found on the staff website.

- **How to withdraw consent/cancel**

GDPR states that individuals have the right to be forgotten. If you would like your details to be removed from our records please email DPO@highlifehighland.com

- **Automated processing**

This data is not processed automatically

- **Data controller**

The data controller is High Life Highland

- **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

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Cheshire
SK9 5AF

Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>