

PRIVACY NOTICE – HUMAN RESOURCES – GRATUITIES PENSION

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- (a) We have a contractual obligation.
- (b) We have a legal obligation.

Most of the personal information we process is provided to us directly. We also receive personal information indirectly

WE COLLECT	FROM	FOR
Your Name	You directly	To identify you
Your home address and phone number including mobile	You directly	To identify you and send you correspondence relevant to your gratuities pension with the council
Your personal email address	You directly	To send you correspondence relevant to your gratuities pension.
Your marital status	You directly	To provide to our pension provider
Your gender	You directly	For HMRC purposes and for mandatory data tracking
Your date of birth	You directly	To identify you and for payment of tax and national insurance.
Your National Insurance number	You directly	To identify you and for payment of tax and national insurance.

WE COLLECT	FROM	FOR
Your payroll reference number	Generated by the councils HR/Payroll system	To identify you on our internal employee record systems.
Your bank details	You directly	To make pension payments to you
Your pension payments information (including tax and national insurance contributions where applicable)	Generated by the councils HR/Payroll system	To ensure the council has an accurate record of your pension and history of payments

HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

Explain in simple and easy to understand terms what the retention period is. Don't provide a link to the retention schedule as that is not informative.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your Name	6 Years after the termination of your pension .	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your home address and phone number including mobile	6 Years after the termination of your pension	Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your personal email address	6 Years after the termination of your pension	Police Scotland and other crime agencies where required to do so

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your marital status	6 Years after the termination of your pension	HMRC for payment of national insurance contributions Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your gender	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA
Your date of birth	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your National Insurance number	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your employee number	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA Police Scotland and other crime agencies where required to do so
Your bank details	6 Years after the termination of your pension	This information is only available to designated staff within the HR and Payroll teams
Your pension information (including tax and national insurance contributions where applicable)	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
		Police Scotland and other crime agencies where required to do so
Your pensions history with the council including contractual documentation	6 Years after the termination of your pension	HMRC in relation to payment of tax and national insurance Lothian Pension Fund/SPPA NHS Lothian (if you are in a post that is part of the Police Scotland and other crime agencies where required to do so

The council is required by law to protect the public funds it administers, and we therefore participate in the National Fraud Initiative (NFI) data matching exercise. This exercise is managed by Audit Scotland to prevent and detect fraud and therefore we are required to share specific data to them. This includes personal information such as date of birth, NI number, gender, home address, personal contact details, bank details as well as all payments and pension details administered through our payrolls during the period requested. This is necessary to comply with GDPR Article 6(1)(c). If you wish further information about the NFI please see the NFI privacy notice <https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative>

YOUR RIGHTS

Under data protection law, you have rights including:

Your right of access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in limited circumstances.

Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
Your right to object to processing	You have the the right to object to the processing of your personal information in certain circumstances
Your right to data portability	You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us using the contact information at the end of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to ensure we are able to pay you and manage the contractual relationship properly. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

OUR CONTACT DETAILS

Name:	HR Services
Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 282222

Email:	Hrsupport@westlothian.gov.uk
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FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 1113