

Appendix 1: The information that we collect and process and the reasons why we do so.

Information Asset System	<ul style="list-style-type: none"> • Northgate (HR and Payroll) • Ebulk (DBS) • iGrasp (Recruitment) • Altair (Pensions)
Personal data collected from all employees	<ul style="list-style-type: none"> • Name • Address • Date of Birth • National Insurance No. • Evidence of eligibility to work in the UK • Bank details • Gender (for purposes of pension calculations) • Other information that may be required in order to process terms and conditions/changes during employment life cycle
Personal data collected from employees when required*	<p>Information may be collected from some employees in order to process specific terms/changes during the employment life cycle. This could include:</p> <ul style="list-style-type: none"> • Maternity, adoption, shared parental leave documentation and birth certificate(s) of child(ren) • Car documentation (insurance, MOT, registration) • Pension membership details including other pension scheme membership
Criminal conviction data	<p>Employees who occupy posts that are eligible for a DBS check to be undertaken will be required to provide appropriate documentation in order for the check to be carried out and where appropriate provide details of any convictions. The result of the check will be recorded electronically.</p>
GDPR conditions for processing	<ul style="list-style-type: none"> • 6(1)(b) performance of a contract; • 6(1)(c) compliance with a legal obligation; • 6(1)(e) task in the public interest or official authority vested in the controller
<p>Sensitive personal data collected</p> <p>Sensitive personal data is a specific set of “special categories” that must be treated with extra security. These categories are:</p>	<ul style="list-style-type: none"> • Equalities information (collected on voluntary basis - not required by the council) • Trade union membership for DOCAS purposes (collected on voluntary basis -

<ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade Union membership • Genetic data • Biometric data 	<p>not required by the council)</p> <ul style="list-style-type: none"> • Data concerning health
<p>Conditions for processing</p>	<ul style="list-style-type: none"> • 9(2)(b) employment, social security or social protection law, collective agreement; • 9(2)(f) establishment, exercise or defence of legal claims; • 9(2)(g) substantial public interest on the basis of Union or Member State law; • 9(2)(h) preventative or occupational medicine, working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management
<p>Brief description of the capture, processing, use and retention of data</p>	<p>Information supplied by employee on job application forms, at beginning of employment and during employment life cycle. Information held electronically on iGrasp (recruitment); HR/Payroll system and where required Altair (Pensions system) and disposed of in accordance with the Records management Policy and Resources Directorate Disposal Schedule.</p>
<p>What would happen if data is not provided?</p>	<ul style="list-style-type: none"> • The council would be unable to pay employees or adhere to aspects of employment legislation (e.g. Employment Rights Act, Immigration legislation) • Would be unable to process salary payments and Tax. (Payroll) • Would be unable to collect pension contributions or pay pension. • Decisions on job adaptations, continued employment etc. would be taken without expert advice from (e.g.) GP/hospital consultant. (Occupational Health)
<p>Data Sharing Agreement</p>	<ul style="list-style-type: none"> • Contract • Medical with Consent (Occupational Health)
<p>If the data is transferred from a 3rd party to LBTH; Name and role of 3rd party</p>	<p>On occasions data will be transferred to LBTH under the following circumstances</p> <ul style="list-style-type: none"> • TUPE transfers from other employers • Transfer of employees from other

	<p>employers</p> <ul style="list-style-type: none"> • Agencies for agency workers who are transferred to council HR/Payroll system • Home Office (Immigration Service), DWP and other Government Departments • Pension transfer information from other pension schemes
<p>GDPR condition under which the 3rd party captures and processes the data</p>	<ul style="list-style-type: none"> • 9(2)(b) employment, social security or social protection law, collective agreement; • 9(2)(h) preventative or occupational medicine, working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management (Occupational Health)
<p>If the data is transferred to a 3rd party from LBTH; Name and role of 3rd party</p>	<p>On occasions data will be transferred from LBTH under the following circumstances</p> <ul style="list-style-type: none"> • TUPE transfers to other employers • Agency vendor (currently Adecco) for agency workers • Home Office (e.g. Immigration Service), DWP and other Government Departments • Agilisys for administration of IT systems • Northgate for administration of HR/Payroll system • Other pension scheme providers • Hyman Robertson Actuaries for pension fund valuations • Altair (Aquila Heywood)for administration of computer systems (Pensions) • Health Management Ltd – Occupational Health providers • GPs, NHS Trusts (Occupational Health) • Other employers when specifically required e.g. in relation to shared parental leave
<p>If the data is transferred to a 3rd party from LBTH, reason for transfer</p>	<ul style="list-style-type: none"> • To ensure legal compliance (e.g. TUPE legislation; right to work in the UK) and correct processing of HR and payroll information • To ensure correct pension is paid regardless of employer at time of retirement • To ensure the correct calculations for deduction of pension contributions and pension payment

	<ul style="list-style-type: none"> • To receive accurate information on medical conditions to ensure a correct diagnosis for purposes of workplace adjustments, medical retirement and the management of sickness absence • To ensure the correct payment of statutory payments e.g. in relation to shared parental leave
Is there an automated decision point? What is decided and on what basis.	<ul style="list-style-type: none"> • Pay calculations including deductions from pay Pension calculations and pension deductions
Retention period	<p>For example:</p> <ul style="list-style-type: none"> • Data on unsuccessful job applicants – 6 months • Pensions records – 6 years after final pension payment • Occupational Health - up to 75 years, depending on age of employee • Information related to employment - generally 6 years after end of employment, some shorter, some much longer (for pension purposes) and some permanent retention.

* Some information is not required from all employees e.g. information relating to cars is only for employees receiving car allowances. Note that this is not an exhaustive list