

PRIVACY NOTICE FOR EMPLOYEES

Harlow Council has a legal obligation to collect both personal and sensitive personal information from you in order to fulfil its duty as an employer.

Without collecting and processing the information the Council could not offer a contract of employment in the first instance or continue to do so unless certain information is collected, updated and processed.

The following informs you of what data we hold, why we hold it, why it is processed and how long we will hold it for.

Why are we collecting your personal information?

As an employer Harlow Council has a number of legal obligations that we must fulfil, such as our duty to protect the health, safety and welfare of our employees under the Health and Safety at Work etc Act 1974. In order to comply with our legal obligations, we will collect and process your personal information under Article 6 (1)(c) and/or any sensitive personal information under Article 9(2)(b) of the General Data Protection Regulation 2016/679 (GDPR).

Who will we share your personal information with?

We may share your personal information where we have a legal obligation to do so, in order to protect your vital interests in 'life or limb' situations and/or for the purposes of occupational medicine (occupational health) with the relevant contracting health professional used by the Council. Your personal information may also be shared between our services and with other official organisations, such as the Police and other government bodies.

How long will we keep your personal information?

As we are collecting your personal information in order to comply with our various legal obligations as an employer, each obligation will determine how long we must keep your personal information for.

Where internal forms are used, each form will tell you how long the personal information will be kept for. Alternatively, information can be found within our Document Retention Policy, and specifically within the Human Resources Document Retention Schedule.

Where we no longer require your personal information and/or the retention period for it has expired, your personal information will be securely destroyed.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>