

## Checking the information the Council holds

From time to time the Council will provide you with an opportunity to ensure that the personal details that it holds on you are accurate and to allow you to make any necessary corrections, but you have a responsibility to inform your department about any such changes as soon as they occur.

You may see and receive copies of information the Council holds about you. How you go about this will depend on whether you want to see information held about you as a result of your employment with the Council or as a result of you receiving services from the Council as a private citizen. Your manager will be able to tell you how to access the information you want to see.

## Giving information about you to third parties

The Council will only give information about you to a third party:

- Where it has your explicit consent eg to assist financial institutions regarding mortgages, loans etc,
- Where it is required to do so by law eg to the Inland Revenue, the Benefits Agency or the Child Support Agency
- To prevent or detect a criminal offence or in connection with legal proceedings eg to assist a criminal or tax investigation

## Your responsibilities

As a Council employee you may have access to personal data, ie information, about Council clients, customers, suppliers or other employees, and to other information about Council operations. If you do have such access you have a responsibility to treat the information confidentially, in accordance with your

departmental and Council procedures and the terms of the Data Protection Act. You must not use the information for personal advantage nor disclose it to any unauthorised persons.

You must also take care of files, computer printouts, papers etc and ensure that all documents in your possession are kept in a secure manner and not passed on in any unauthorised way.

Your general and specific obligations for safeguarding data will be explained to you during your induction and subsequently through further information or training where this is required. It is very important that you follow these procedures and meet your obligations. If you do not, or in any other way breach the confidentiality of the information to which you have access, you will be liable to disciplinary action and possibly criminal proceedings.

**If you are in any doubt about your obligations you should speak to your manager.**



PERSONNEL SERVICES

# YOU

## The Council and Data Protection

Data Protection Act 1998



As your employer the Council will collect, hold and use a variety of personal data, ie information, about you, and in the course of your employment with the Council you may have access to information about the Council's services and the people who receive these services.

The Data Protection Act 1998 establishes a set of rules and regulations about how this information must be held and used. It also gives people about whom information is held (data subjects) certain rights and places responsibilities upon organisations, and people within those organisations, who collect and use this information.

This guidance note tells you about the information the Council holds about you, what it does with it and your rights relating to that information. It also explains your responsibilities when you deal with information as part of your job.

#### **You have the right to know:**

- What information the Council holds about you
- Where this information came from
- What the Council does with it
- Whether it is accurate
- To whom the Council may give this information

#### **The Council will hold the following types of information about you:**

- Personal details eg your name, address and an emergency contact
- Equal opportunities monitoring information
- Your previous work history and your skills, achievements and qualifications
- Details of your bank or building society, your national insurance number and your tax coding

During the course of your employment the Council will gather further information on your work history eg, pay record, training record, absence record, appraisal record.

Most of this information will be given to the Council by you eg on your application form, bank mandate and medical certificates or compiled by your manager in consultation with you eg training records and appraisal records. And you will have copies of much of the information the Council has, eg letter of appointment and pay slips.

In addition the Council may hold personal information supplied by you in your capacity as a private citizen to allow the Council to discharge one or more of its functions eg the collection of Council Tax and the administration of Housing Benefit and Council Tax Benefit.

#### **How the Council will use this information**

The Council will use the information it holds about you in different ways. Some information will be used by the Council to manage its employment relationship with you eg to make decisions about appropriate training and development for you, to pay you, to calculate statutory sick pay and to supply references. The Council will use some information eg equal opportunities monitoring on an anonymous collective basis to allow it to check that it is not discriminating unfairly in employment decisions.

The Council may also use information supplied by you for data matching. This involves comparing information held for one purpose against information held for a different purpose to check for inconsistencies and to prevent or detect crime or to protect public funds. The Council has a Code of Practice on data matching which explains how it carries this out. You can get a copy of the Code from your department.

In accordance with the Council's Anti Fraud and Corruption Strategy, an employee found, through data matching, or any other means, to be involved in fraud or attempted fraud will be liable to disciplinary action and, possibly, criminal proceedings.