

Privacy Notice for Civil Service Commission, Office of the Commissioner for Public Appointments and the Advisory Committee on Business Appointments – HR and Finance Personal Information

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

Purpose

The purposes for which we are processing your personal data are:

- Managing your employment including:
 - liaising with your pension provider, providing information about changes to your employment such as promotions, changing in working hours
 - general administration of the contract we have entered into with you
 - conducting performance and talent reviews, managing performance and determining performance requirements
 - managing sickness absence
 - making decisions about salary reviews and compensation
 - assessing qualifications for a particular job or task, including decisions about promotions
 - gathering evidence and any other steps relating to possible grievance, investigations, whistleblowing or disciplinary matters and associated hearings
 - making decisions about your continued employment or engagement
 - making arrangements for the termination of our working relationship
 - providing you with education, training and development requirements
 - processing bank cards and ePurchasing Card Solution (ePCS) applications
 - corporate credit card management
 - stationery order processing
 - processing taxi bookings, business travel and hotel accommodation
 - using your employee contact details for internal and external business contact purposes
 - providing you with access to business IT systems, including email and telephony

- Providing employment-related benefits to you including:

- Occupational Sick, Adoption, Maternity, Paternity, Shared Parental and Annual Leave and pay (including payslips)
- Pension
- Advances of salary
- Season ticket loans
- Childcare vouchers
- Reward vouchers and bonuses

The data

We will process the following personal data:

When you apply for a job with us:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Copy of driving licence, passport, birth and marriage certificates, decree absolute
- Evidence of how you meet the Civil Service nationality rules and confirmation of your security clearance. This can include passport details, nationality details and information about convictions/allegations of criminal behaviour
- Evidence of your right to work in the UK/immigration status
- Diversity monitoring information: information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about criminal convictions/allegations and offences as part of Baseline Personnel Security Standard checks

When you are employed by us:

- Dates of birth, marriage and divorce
- Gender
- Marital status and dependants
- Next of kin, emergency contact and death benefit nominee(s) information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information (including state and occupational pension retirement age, and current/previous pension scheme details)
- Wage related information including allowances, overtime payments, bonuses and miscellaneous payments
- Start date and leaving date
- Location of employment or workplace
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Full employment records for Civil Service employment (including contract, terms and conditions, grade, job titles, work history, working hours, promotion, absences, attendances, training records and professional memberships)

- Compensation history
- Performance and appraisal information
- Talent and appraisal information
- Talent scheme membership
- Disciplinary, investigation, whistleblowing and grievance information
- Secondary employment and volunteering information
- Information on corporate role you hold within the organisation
- Information on learning and development, training, and professional development undertaken
- Trade union membership
- Information about your health, including any medical condition, health and sickness records
- Your employee contact details

Legal basis of processing

The legal basis for processing your personal data is:

- When you apply for a job/vacancy with us the legal basis for processing your data is necessary in order to take steps at your request prior to entering into a contract. This concerns receiving your application for employment or pre-employment checks.
- When you are employed/appointed by us, the legal basis for processing your personal data is necessary for the performance of a contract to which you are a party. This includes paying you and if you are an employee, deducting tax and National Insurance contributions (or instructing PayCheck as data processor to deduct tax and National Insurance for office holders).
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This concerns providing information to enable overall management of the Civil Service, monitoring equality of opportunity in line with our Public Sector Equality Duty, transparency duties, and to prevent fraud.
- Where processing is necessary to comply with a legal obligation placed on us as the data controller. This concerns providing tax and salary information to HMRC, and dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

When you apply for a job

The legal basis for processing your sensitive personal data and criminal convictions data where it is necessary for reasons of substantial public interest for the exercise of our functions. This concerns information about criminal convictions/allegations and offences to conduct baseline security clearance checks.

When you are employed by us

The legal basis for processing your sensitive personal data where it relates to our, or your, employment-related legal rights, including processing health data to make reasonable adjustments. This also concerns:

- information relating to leaves of absence; this can include sickness absence or family related leave, to comply with employment and other laws.
- Trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.
- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards

Where it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people. This is why we collect information about your race or national or ethnic origin, religious beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Recipients

We will publish your employee contact details, or share them with third parties, for the purposes of facilitating you carrying out your employment duties.

We will in some circumstances have to share your data with third parties, including third-party service providers, external auditors, internal auditors and other Civil Service bodies. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you; where it is in the public interest to do so or where it is necessary for the performance of our functions as a Government Department or a function of the Crown. This will, in some circumstances, involve sharing sensitive personal data and, where relevant, data about criminal convictions or allegations.

‘Third parties’ includes third-party service providers (including contractors and designated agents) and other entities within the Civil Service. The following activities are carried out by our third-party service providers:

- Payroll (Shared Service Connected Ltd & PayCheck)
- Recruitment administration (WCN)
- Occupational Health provisions (OH Assist)

- Workplace Adjustment provisions (Civil Service Workplace Adjustments Team)
- Travel and accommodation bookings (Clarity)

As personal data will be stored on our IT infrastructure it will be shared with our data processors who provide email, and document management and storage services.

Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Personal information relating to contracts of employment or performance management will usually be deleted 1 year after the person in question has left employment with the Civil Service Commission, ACOBA or OCPA.

Details of retention periods for different aspects of your personal information such as financial information relating to payments, pension payments, national insurance, tax or expenses are available in our retention policy..

Where personal data have not been obtained from you

We typically collect personal information about prospective employees, employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from a third party such as an employment agency or background check provider. These third parties include:

- former employers
- credit reference agencies
- Disclosure and Barring Service (DBS)
- other background check agencies
- other Government Departments
- pensions administrators
- medical and occupational health professionals
- professionals who advise the Commission generally and/or in relation to any grievance, conduct appraisal or performance review procedure.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

You have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Some of your personal data may be processed offshore by our services provider, Shared Services Connected Limited (SSCL). SSCL use Centres of Excellence in India to manage back office services. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113, or casework@ico.org.uk. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controllers for your personal data are the Civil Service Commission, the Office of the Commissioner for Public Appointments and the Advisory Committee on Business Appointments (Cabinet Office), who are acting as joint data controllers.

If you wish to contact please contact: Civil Service Commission, G/8, 1 Horse Guards Road, London, SW1A 2HQ, or info@csc.gov.uk, or 020 7271 0831.

The contact details for the joint data controllers' Data Protection Officer are: Stephen Jones, Data Protection Officer, 70 Whitehall, London, SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of our use of personal information.