

Bristol City Council Privacy Notice

For employees, workers, and contractors



What is the purpose of this document?

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- Name
- Title
- Addresses
- Contact telephone numbers
- Personal email addresses
- Date of birth
- Gender
- Marital status
- Next of kin
- Emergency contact information
- National Insurance number
- Bank account details
- Payroll records
- Income tax status information
- Salary
- Annual leave
- Pension
- Employee benefits information
- Start date and, if different
- The date of your continuous employment, if different from your start date
- Leaving date
- Reason for leaving
- Location of employment or workplace
- Copy of driving licence, if relevant

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- 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)
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships)
- Performance information
- Disciplinary and grievance information
- Results of HMRC employment status check
- If relevant, details of your interest in and connection with the intermediary through which your services are supplied

We may also collect, store, and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity
- Religious beliefs
- Sexual orientation
- Trade union membership as a result of making payroll deductions from salaries
- Information about your health, including any medical condition, health and sickness records, including:
 - where you leave employment and the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision
 - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave
 - where you leave employment and the reason for leaving is related to your health, information about that condition may be needed for pensions
 - recording vaccinations i.e. COVID/flu where it is a legal requirement of the role

We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider.

We may sometimes collect additional information from third parties including former employers.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How do we use your personal information?

In the following circumstances you are required by law or contract to provide personal information.

- Checking you are legally entitled to work in the UK

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- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs)
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties
- Liaising with the administrators of a pension scheme which Bristol City Council is the employer body or your pension provider
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance, and determining performance requirements
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about your continued employment or engagement
- Making arrangements for the termination of our working relationship
- Education, training, and development requirements
- Dealing with legal disputes involving you, or other employees, workers, and contractors, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations.
- To prevent fraud
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To conduct data analytics studies to review and better understand employee retention and attrition rates
- Equal opportunities monitoring

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Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis. We always share the minimum information necessary for the purpose.

We may share some of your personal information with the following types of organisations:

- Pension scheme administrators: Where required to manage your membership or benefits under the Local Government Pension Scheme, Teachers' Pension Scheme or NHS Pension Scheme.
- Third-party suppliers who provide systems or services to the Council: We may share limited work-related contact details (such as your name, job role, work email address and work telephone number) with contracted suppliers who provide services including IT systems, software platforms, equipment or technical services. This may be necessary so that the supplier can create or administer your login or user account, provide you with access to their systems or portals, or contact you when resolving technical or service issues. Only the minimum information needed for the task will be shared, and suppliers are required to protect your information under contract.
- Professional advisers and auditors: Where required for audit, assurance or compliance purposes.
- Regulatory bodies or government departments: Where we are legally required to provide information.
- Other organisations where required by law: For example, where information is needed to prevent or detect fraud, or to protect the health, safety or wellbeing of staff or others.

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

What is the legal basis for our use of your personal information?

The information below shows the legal basis we are relying on to use your personal or special category (sensitive) personal information.

Personal information

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Our legal basis for using your personal information:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- 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 controller

Special category (sensitive) personal information/criminal offence personal information

Our additional legal basis for using your special category information:

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of domestic law or pursuant to contract with a health professional and subject to the relevant conditions and safeguards

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. You are able to view our complete retention schedule, which explains clearly how long certain information is held, by following this [link](#).

After this, your personal information will be deleted or archived as appropriate, and as stated in the retention schedule.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

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To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

Surveys

From time to time we will conduct surveys to establish information to assist us in gaining your direct thoughts and opinions on our public services.

Each Survey will invite you to participate; this will be classed as asking for your consent to participate; your information gathered at the time of the survey will be only used for that purpose of the survey and will not assume consent for any other purpose. Where Consultant companies (3rd parties) are used by Bristol City Council for a specific survey, these will be specified in the Survey's purpose statement.

Details of the purpose and scope of the Survey will be made clear for each Survey we may ask you to participate in, this will provide you with the details for you to clearly decide if you want to consent to participate in the Survey.

Personal data collected during the survey will be deleted upon the completion of the survey analysis and will not be stored or used for any other purpose. Each Survey will request your consent each time you participate.

Participation in our surveys will not impact or influence any future mailing preferences in the future and unless otherwise stated your participation will be anonymous

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