

- Management of your performance
- Provision of training and development opportunities including booking, administration, evaluation and reporting
- Provision of coaching services
- Reporting of professional memberships
- Provision of apprenticeships and qualifications including booking, administration and reporting to external bodies
- Enabling you to apply for vacancies/other roles within the Council
- Provision of recruitment, onboarding, and associated functions including but not an exhaustive list and for us to manage pre-employment, medical clearance, qualification and Disclosure Barring Service checks, details of previous employer, source of applicant eg employment, unemployed, student, and receive/request references
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- Your periods of leave taken from work, for example, holiday, sickness absence, family leave, study leave, industrial action leave, other leave absences and the reasons for the leave
- Assessments of your performance, including performance reviews and ratings, talent and performance feedback and improvement plans and related correspondence
- Records of training and development activity, qualifications and apprenticeships undertaken, professional memberships and performance against assessed standards
- Details of disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Your medical or health conditions, including whether or not you have a disability for which Worcestershire County Council needs to make reasonable adjustments
- Other operational information processed in the course of carrying out our activities, including but not limited to: CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, access card data, Automated Number Plate Recognition (ANPR) data, logs of visitors, and logs of accidents, injuries and insurance claims
- Equality and diversity monitoring information, for example information about your ethnic origin, sexual orientation, and religion or belief

The legal bases for processing this personal information are:

- Necessary for compliance with a legal obligation, for example to check entitlement to work in the UK, and to comply with health and safety laws
- Necessary for a contract, or entering into a contract, with the individual, for example provide an employment contract, to pay in accordance with an employment contract and to administer benefit, pension and insurance entitlements
- Legitimate interests for the purposes of managing employees, including recruitment, managing performance, workforce management and training
- Necessary for your or another person's vital interests (likely to be a rare circumstance)

We may also process some special category (sensitive) information, which is relevant to individual cases but may include some but is not limited to:

- Biometric information
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Trade Union Membership
- Political affiliation / opinions
- Sex life and sexual orientation

The conditions for processing this special category information are:

- 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 law
- Necessary for identifying or keeping under review the equality of opportunity or treatment (information about ethnic origin, sexual orientation or religion or belief) unless you tell us not to process for this purpose or choose not to provide this information. There are no consequences of choosing to not provide this data.
- With your consent (in limited circumstances)

We may also process information about staff criminal convictions and offences (including alleged offences), criminal proceedings, outcomes and sentences. This is to ensure that individuals are permitted to undertake the role in question.

The legal bases for processing this personal information are:

- Necessary for a contract, or entering into a contract, with the individual. In addition we rely on the processing condition in the Data Protection Act in Schedule 1 part 1 paragraph 1

We may collect this information in a variety of ways including from:

- Application forms or CVs
- Your identity documents including your passport, your driving licence or other forms of ID provided by you
- Forms completed by you at the start of or during employment (such as benefit nomination forms)
- Correspondence with you
- Interviews, meetings or other assessments
- References provided by third parties including former employers and persons able to provide a character reference
- Information from employment background check providers
- Information from credit reference agencies
- Information from criminal records checks permitted by law
- Information you input into our HR Information System

Who we may share your information with

about you with other internal services and external organisations where access to the data is necessary for performance of their role or service provided. These include but are not limited to:

- the HR and OD team
- the recruiting manager
- your line manager
- managers in the business area in which you work
- IT staff
- Disclosure and Barring Service
- Legal Services
- Other employers
- Other third parties including the police and the Health and Care Professions Council (HCPC) or Social Work4 (e)ingland

You may also be entitled to have incorrect or incomplete data amended, object to the processing (in some circumstances), and the restriction or erasure of your personal data where the data is no longer necessary for the purposes of processing depending on the service and legal basis. In the first instance please contact your line manager or HR advisor to exercise these Information Rights.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.