

## Privacy Notice for employees

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton, who can be contacted via our Data Governance Officer Jackie Binning, on email [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### What personal information do we have about you:

- Name, address, date of birth and contact details, including email address, telephone and mobile number.
- Employment and education details.
- Family, next of kin and beneficiary details.
- Financial details.
- National Insurance details.
- Visual images, personal appearance and behaviours.
- Licenses or permits held.
- Business activities.
- Personnel file information
- Information about your entitlement to work.
- Disciplinary proceedings and related information.

### What 'special types' of information do we have about you (if declared):

- Racial or ethnic origin.
- Medical/health details (Physical or mental health).
- Trade Union membership.
- Political affiliation
- Offences (including alleged offences).
- Criminal proceedings, outcomes and sentences.
- Religious or other beliefs of a similar nature.

### Why are we using your information?

- To provide human resource and organisational development services to AVDC and its employees.
- Delivering this service to you.
- Planning and improving the service.
- To carry out payroll services and beneficiary administration.
- Preventing or detecting of fraud or crime.

Last updated: 19.06.19

- Health and Safety, security and identification purposes.
- To carry out absence and sickness monitoring and assessment of sickness benefits.
- Use of proximity card.
- Research – using only anonymised data unless we specifically ask for your consent.

If we cannot use your data we will not be able to fulfil our contractual obligations and you could not commence/continue employment with AVDC.

Our legal basis for using your personal data is under contract and legal obligation.

Our legal basis for using your image on Proximity Cards is legitimate interests.

Our legal basis for using your next of kin or beneficiary details is consent.

Our legal basis for using your 'special types' of information is under Employment Law, Social Protection Law, Establishment or defense of legal claims.

### **We may share your information with**

Due to the proposed changes to local government within Buckinghamshire, in order to prepare for the transition to the new unitary Buckinghamshire Council, we may share your relevant personal information with Chiltern District Council, South Bucks District Council, Wycombe District Council and Buckinghamshire County Council. This will be on the basis of legitimate interests and/or to comply with the law.

We may also share with:

- Health agencies. – (Occupational Health, Aylesbury Counselling Service)
- Commissioned partners.
- Education providers.
- Trade Unions.
- Pension and tax agencies (Bucks CC, HMRC and DWP).
- Provider of Aylesbury Vale District Council Group Life Assurance Scheme (currently Phoenix Life Limited).
- Other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

### **Automated Decision Making**

We do not carry out automated decision making.

### **Your rights**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is

<https://www.aylesburyvalcdc.gov.uk/privacy-notice>

**Last updated: 19.06.19**

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email [jbinning@aylesburyvaldc.gov.uk](mailto:jbinning@aylesburyvaldc.gov.uk) or telephone 01296 585495, or use the following link  
<https://www.aylesburyvaldc.gov.uk/section/comments-compliments-or-complaints>