

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	Payroll
<p>Why does the Council process personal data?</p>	<p>Personal data is processed:</p> <p>To ensure the correct payment of wages and salaries to employees and ensuring these payment are accounted for in our financial systems.</p> <p>Costing of employee data.</p> <p>This will include the correct payment of hours worked and rate of pay.</p> <p>Statutory information such as Tax and NI.</p> <p>Contractual changes, fulfilling employees contractual requirements, absence recording and monitoring</p> <p>Discipline and Grievance</p> <p>Referring conduct and performance issues to employment bodies eg: GTCS, SSSC</p> <p>Management information including statistics and financial information</p> <p>Organisational structure (select information only)</p> <p>Emergency Contact Information</p> <p>Health & Safety</p> <p>Pension LGPS & SPPA</p> <p>Ending contracts via settlement and voluntary severance</p>
<p>What personal data is used?</p>	<p>All employees</p> <p>Electronic and postal contact details</p> <p>NI details</p> <p>Bank Details</p> <p>Student Loan Information</p> <p>Absence information, including absence reason</p> <p>Tax Information</p>

	<p>Pension Information – to operate LGPS, STSS and AVC Schemes Voluntary Deduction information, such as salary sacrifice, Union membership, Credit Union, social Club, Lottery Earnings Arrestments</p> <p>Special Category Data Trade union membership</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process this personal data as it is required for a contract with the data subject – in this case, an employment contract or agreement with the employee.</p> <p>Some personal data is processed because it is required for a legal obligation.</p>
<p>Where does the Council obtain personal data from?</p>	<p>Information held on system following Recruitment and Employment Processes. Internal Managers Pensions HMRC Sherriff Officers ERIN Banks Employees – e.g. Credit Union deductions Line Managers – hours worked and other contractual payments e.g standby and callout</p> <p>From Line managers – to ensure correct payment of wages and salaries.</p>
<p>Where does the Council keep personal data?</p>	<p>iTrent – People Manager and ERIN – itrent is a hosted system used to manage employee information. Paper employee files Shared drives Email system</p>
<p>How long does the Council keep personal data?</p>	<p>Data Protection legislation requires personal data to be kept for no longer than is necessary.</p>
<p>Who does the Council share personal data with?</p>	<p>External legal Pensions SPPA & LGPS External Audit Voluntary Severance and Retirement options Statutory duties Validating payments made to employees eg: VS</p>

Who do I contact about my personal data?

The Council has a Data Protection Officer to make sure it is complying with data protection laws.

The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.

He can be contacted at:

Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA

Email: dataprotection@stirling.gov.uk

Telephone: 01786 404040