

Veritau Director and Employee Privacy Notice

This Privacy Notice is designed to help directors and employees of Veritau to understand how and why we process their personal data. It also informs them of their information rights. This notice should be read in conjunction with the Veritau Corporate Privacy Notice.

Who we are?

The Veritau group consists of Veritau Limited and Veritau North Yorkshire Limited. The companies are owned by a group of local authorities (including North Yorkshire County Council, the City of York Council and four district councils). For personal data relating to our directors and employees, Veritau is a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, the personal data is processed. We have a responsibility to our directors and employees and their personal data, and will only collect and use this personal data in ways which are compliant with data protection legislation.

The Company has appointed Robert Beane as its **Data Protection Officer (DPO)**. The role of the DPO is to ensure that we are compliant with GDPR, the Data Protection Act 2018 and associated legislation. The Data Protection Officer's contact details are:

Information Governance Office
Veritau
County Hall
Racecourse Lane
Northallerton
DL7 8AL
Email - information.governance@veritau.co.uk
Telephone - 01609 53 2526

What information does Veritau process and why?

We process information relating to the directors and employees of Veritau to fulfil our legal obligations as an employer and to comply with the Companies Act 2006. This information may include, but is not limited to:

- Personal identifiers (names, addresses, dates of birth etc)
- Personal interests (including potential conflicts of interest)
- Previous work experience and qualifications (including copies of certificates and employment references)
- Information about attendance and performance (including disciplinary information)
- Information about ethnicity, religious beliefs and trade union membership (for the purposes of equality monitoring)
- Information about an employee's right to work in the United Kingdom

Veritau Director and Employee Privacy Notice

- Medical information where it is required to provide support in the workplace and to make reasonable adjustments
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary and expense payments
- Photographs for use on ID badges and IT systems (including email)

Some information may also be used to promote our services to prospective clients and in connection with the ongoing delivery of services. This information will typically be names, job titles, work email addresses and telephone numbers, and qualifications. Photographs may also be published on the Veritau website and on social media.

Personal information is collected directly from employees prior to appointment and during their period of employment. Information may also be collected from third parties (for example reference information may be obtained from named referees). Veritau also creates information about its employees (for example information about attendance and performance).

Personal information relating to directors is collected prior to appointment and/or when there is a change in their circumstances.

What is the lawful basis Veritau uses for processing data relating to its employees and directors?

Veritau processes information relating to its employees in accordance with their contracts of employment. This is in line with Article 6 (1)(b) and Article 9 (2)(b) of GDPR. Similarly, information relating to directors is processed in accordance with their service contracts.

With the exception of photographs for use on the Veritau website and on social media, the provision of the information outlined above is part of a contractual requirement. Failure to provide the necessary information may result in us being unable to adequately fulfil our obligations in respect of those contracts. Veritau will obtain the consent of the director or employee before publishing their photographs on the website etc.

Who has access to information relating to the directors and employees of Veritau?

Veritau will process information relating to employees in order to fulfil our obligations as an employer. Information will typically be made available to relevant members of the Board of Directors, management team and administrative support officers. Payroll and HR services for Veritau are provided by North Yorkshire County Council. Personal information will therefore be shared with relevant North Yorkshire County

Veritau Director and Employee Privacy Notice

Council HR officers to obtain advice on specific employment related matters and with Employment Support Services for payroll processing purposes.

Veritau will process information relating to directors in order to fulfil our contractual and legal obligations. To comply with the Companies Act 2006, information about directors must be submitted to Companies House when they are registered as a director and each year (in the form of a Confirmation Statement). The information includes the name, date of birth, home and correspondence address, nationality, country of residence and occupation of each director. Veritau must also inform Companies House about any resignations or changes to personal details when they occur. The information (other than home address) is publically available on the Companies House website and in Veritau company registers.

Names, job titles, work email addresses and telephone numbers, and qualifications may be provided to existing and prospective clients to enable the effective provision of services. Information relating to the directors and employees of Veritau may also be shared with other local authorities and public sector organisations for professional networking purposes.

Information relating to employees will be recorded on various internal systems and databases. The information will typically include names, job titles, work email addresses and telephone numbers, and photographs. This information will be available to all Veritau employees. The IT infrastructure used by Veritau is provided by the City of York Council so this information may also be available to councillors, employees and contractors of the council.

Names, job titles and photographs may also be published on the Veritau website and on social media to help inform current and prospective clients, and to promote the services provided by Veritau. The information will therefore be publically available. Veritau will obtain the consent of the director or employee before publishing their photographs in this way.

Who do we share your personal data with?

Veritau may share information with the following organisations:

- HM Revenue and Customs
- Companies House
- Department for Work and Pensions
- North Yorkshire Pension Fund
- Approved providers of salary sacrifice benefits
- Unison (where the employee is a member of the union)
- The Disclosure and Barring Service to conduct criminal record checks, if applicable

Veritau Director and Employee Privacy Notice

- Current and prospective clients
- Prospective future employers, landlords, letting agents, or mortgage brokers where the employee has given permission for Veritau to provide a reference

Veritau is a public authority for the purposes of the Freedom of Information Act 2000. We may therefore be required to disclose information relating to employees and directors unless there is a good reason to withhold it. Information which is disclosed will typically be the names, job titles and work email addresses of employees.

How long is information relating to employees and directors kept for?

Veritau will only keep personal data relating to employees and directors for as long as it is required to fulfil a legal obligation or if we have an organisational need to do so. Veritau maintains a document retention and disposal schedule which sets out the period of time information is kept for.

Do we transfer your personal data outside of the European Union?

Generally the personal data that Veritau processes is all held within the United Kingdom. However, some information may be held on computer servers which are located within other European Union countries. We will take all reasonable steps to ensure that personal data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send personal data out of the European Union we will ensure it has extra protection from loss or unauthorised access.

How do we protect personal data?

Veritau is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees on how to handle personal data
- Policies and procedures detailing what employees can and cannot do with personal data
- Appropriate IT security safeguards such as fire walls, encryption, and anti-virus software
- Physical security measures to protect documents and electronic equipment.

What rights do you have over your data?

Under data protection legislation, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process the personal data. This notice fulfils this obligation
- to request access to the personal data that we hold, and be provided with a copy of it
- to request that personal data is amended if inaccurate or incomplete

Veritau Director and Employee Privacy Notice

- to request that personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of personal data is restricted
- to object to personal data being processed

If you are a director or employee and have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which Veritau has handled your personal data. You can do so by contacting:

**First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF**

Email - casework@ico.gsi.gov.uk

Telephone - 03031 23 1113

www.ico.org.uk

Changes to this privacy statement

We recognise that transparency and data protection are ongoing responsibilities so we will keep this privacy statement under regular review.

This privacy statement was last updated on 2 August 2018.