



Privacy Notice

COVID-19 - Employee Screening

Under Article 5 of the General Data Protection Regulation the council is required to ensure that the data it holds is:

- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed, and
- accurate and, where necessary, kept up to date

For this reason the council is committed to ensuring that you are given clear choices about how your data is managed and kept up to date. There are a number of reasons why it is important for your information to be correct, such as:

- business continuity and emergency planning;
- workforce planning;
- policy development,
- appointments, testing and vaccination information with the Occupational Health Service and government testing facilities,

What information does the council collect about me?

To process your data the council must be able to demonstrate a relevant legal basis for doing so under either Article 6 (personal data) or Article 9 (special category data) of the General Data Protection Regulation.

Please see below for an explanation of how your data will be used by the council:

Data Required	Business Purpose	Explanation	Data Type	Legal Basis (GDPR)
<ul style="list-style-type: none"> • personal phone number (mobile) • personal phone number (landline) • personal email address 	<ul style="list-style-type: none"> • Business Continuity • Emergency Planning • Workforce Planning • Occupational Health 	To ensure employees: <ul style="list-style-type: none"> • are safe and well during emergency periods i.e. COVID-19;; • comply with government 	Personal Data	GDPR Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest

		<p>guidelines on self-isolation</p> <p>To enable the council to:</p> <ul style="list-style-type: none"> • provide information about changes to working arrangements • improve workforce data gaps, • develop workforce strategies and key decisions 		
<ul style="list-style-type: none"> • test/vaccination date • test/vaccination result 		<p>To ensure employees:</p> <ul style="list-style-type: none"> • are safe and well during emergency periods i.e. COVID-19; 	Special Category Data	<p>Where this data is held for the <u>minimum period</u> (2 years):</p> <p>GDPR Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health</p> <p>Where this data is held <u>permanently</u>:</p> <p>GDPR Article 9(2)(j) - processing is necessary for archiving purposes in the public interest, scientific or historical research purposes</p>

How is your personal data collected?

Employees will be asked to provide information to their managers to ensure that testing/vaccination appointments can be made:

- name,
- personal number,
- personal mobile,
- car registration number (for drive through testing purposes - this will not be stored)

Following the test/vaccination employees will also be asked to provide to their manager:

- test/vaccination date
- test/vaccination result

Data will be recorded on the councils HR system (iTrent) and/or Occupational Health System (EOPAS).

Data Sharing

The council will only share your information with internal business units.

Data Security

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 2018. This means that, if we keep any of your personal data we must:

- tell you what information we need to collect from you
- only use the information for the reason we have agreed with you
- not ask for more information than we need to provide the services
- let you see any information we have collected about you, on request
- keep the information safe, secure and confidential
- delete data in accordance with our data retention policy

Data Retention

System	Data	Retention Period	Reason(s)
EOPAS - Occupational Health	Testing/Vaccination Outcomes	Permanent	Historic or Research
iTrent - People Management	Testing/Vaccination Outcomes	2 years (after test result or until COVID-19 threat has been contained)	Workforce Response/Planning

Further Information

If there are any changes to the way your data is shared it will be updated and recorded in this Privacy Notice.

If you would like any further details about why we are collecting this data please contact the People Management Service on 01228 221231 or through the People Management Portal.

Last Updated: April 2020