| **The personal and sensitive data that we collect and store** | **The basis for processing this data** | **Why we need / what we use this data for** | **External third parties who have access to some or all of this data, for processing on our behalf or legally require it**  |
| --- | --- | --- | --- |
| All of the below  | See below as applicable | See below as applicable | HR Management Information System Provider (MHR) |
| All of the below | Compliance with a legal obligation | Ensure that your details are not being fraudulently used to gain employment, under the National Fraud Initiative | Cabinet Office |
| All of the below | Legitimate interest groundPerformance of a contract | Ensure that the we are complying with legal obligations, and published business / approval processes | Internal Auditor Provider (KPMG) |
| Your name, address and contact details, including email address and telephone number, date of birth and gender | Compliance with a legal obligationCompliance with a legal obligationCompliance with a legal obligationPerformance of a contractCompliance with a legal obligationPerformance of a contractPerformance of a contractPerformance of a contractLegitimate interest groundLegitimate interest groundLegitimate interest groundLegitimate interest groundLegitimate interest ground | Provide you with legally required documents, such as contract of employment, payslipsEnsure that HMRC receive correct information regarding your pay, in order to tax you the correct amountEnsure that you receive information on your pension from Surrey County Council Pensions team, on behalf of the Local Government Pension SchemeEnsure that you can be contacted by our Occupational Health provider, to arrange to assess your suitability and fitness to work (or receive advice to support remaining in work)Ensure you receive the correct legal and contractual entitlement to pay and benefits, where they are linked to your age or genderEnsure that you can be contacted in a Civil Emergency, Borough Incident or Business Continuity Incident, to provide assistance to the Council and Borough residentsProvide you with access to employee benefits and discount portalOn your request – to provide you with access to corporate discounted gym membershipEnable you to be contacted to complete a survey about the Council as an employer and/or service providerOn your request – to enable you to make charitable donations direct from salary deductionOn your request – to enable you to access discounted bicycle purchase, direct through salary sacrifice On your request – to enable you to access childcare voucher scheme, direct through salary sacrificeOn your request – to enable you to pay for your trade union membership direct from salary | HMRCLocal Government Pension Scheme Provider (Surrey County Council)Occupational Health Provider (Health Management Ltd)Emergency Planning Provider (Applied Resilience)Employee Benefit Portal Provider (Sodexo Motivation Solutions Ltd)Employee Benefit Provider (Greenwich Leisure Ltd)Staff Survey Provider/ Resident Survey Provider Employee Benefit Provider (Give As You Earn)Employee Benefit Provider (Cycle To Work Scheme)Employee Benefit Provider (Sodexo Childcare Vouchers Ltd)UnisonGMB |
| the terms and conditions of your employment | Compliance with a legal obligation | Provide you with statutory required documents, such as contract of employmentEnsure you receive the correct legal and contractual entitlement to pay and benefits, where they are linked to your age or gender |  |
| details of your qualifications, skills, experience and employment history, including start and end dates with previous employers and with us | Compliance with a legal obligationPerformance of a contractPerformance of a contractCompliance with a legal obligation | Provide you with legally required documents, such as contract of employmentSupport assessment of workforce performance and developmentEnsure you receive the correct legal and contractual entitlement to pay and benefits where linked to length of local government serviceEnsure that HMRC receive correct information regarding your pay, in order to tax you the correct amount | HMRC |
| information about your employment remuneration, including entitlement to benefits such as pensions | Compliance with a legal obligation Compliance with a legal obligation | Ensure that HMRC receive correct information regarding your pay, in order to tax you the correct amountEnsure that you receive information on your pension from Surrey County Council Pensions team, on behalf of the Local Government Pension Scheme | HMRCLocal Government Pension Scheme Provider (Surrey County Council) |
| information about your deductions from salary such as income tax, national insurance, pension, student loan, trade union membership fees | Compliance with a legal obligation Compliance with a legal obligation Compliance with a legal obligationLegitimate interest groundLegitimate interest groundLegitimate interest groundLegitimate interest ground  | Ensure that you receive correct remuneration, in line with statutory and contractual terms and conditionsEnsure that HMRC receive correct information regarding your pay, in order to tax you the correct amountEnsure that you receive information on your pension from by Surrey County Council Pensions team, on behalf of the Local Government Pension SchemeOn your request – to enable you to make charitable donations direct from salary deductionOn your request – to enable you to access discounted bicycle purchase, direct through from salary sacrifice On your request – to enable you to access childcare voucher scheme, direct through salary sacrificeOn your request – to enable you to pay for your trade union membership direct from salary | HMRCLocal Government Pension Scheme Provider (Surrey County Council)Employee Benefit Provider (Give As You Earn)Employee Benefit Provider (Cycle To Work Scheme)Employee Benefit Provider (Sodexo Childcare Vouchers Ltd)UnisonGMB |
| details of your bank account, national insurance number | Performance of a contractCompliance with a legal obligation | Ensure that you receive correct remuneration, in line with your terms and conditions Ensure that HMRC receive correct information regarding your pay, in order to tax you the correct amount | HMRC |
| information about your marital status, next of kin, dependants and emergency contacts | Compliance with a legal obligation Performance of a contract | Ensure that HMRC receive correct information regarding your pay, in order to tax you the correct amountEnsure you receive the correct entitlement to pay and other time off, linked to your dependents | HMRC |
| information about your nationality and entitlement to work in the UK, proof of identity (e.g. passport/ driving licence) | Compliance with a legal obligationCompliance with a legal obligation | Ensure you are entitled to work and remain in the UK, in accordance with UK legislationEnsure you are qualified to drive a Council vehicle, and covered by our insurance | DVLA |
| information about your criminal record | Compliance with a legal obligation | Ensure you are qualified to perform the role, in accordance with the Rehabilitation of Offenders Act, and HM Cabinet Office Baseline Personnel Security Standards | Disclosure & Barring Service |
| details of your schedule (days of work and working hours) and attendance at work | Legitimate interest groundCompliance with a legal obligation Compliance with a legal obligation | Ensure that accurate workforce information may be used to assess the needs of the businessEnsure that you receive correct remuneration and benefits, in line with statutory and contractual terms and conditionsEnsure that HMRC receive correct information regarding your pay, in order to tax you the correct amount | HMRC |
| details of periods of leave taken by you, including holiday, sickness absence, and other types of additional leave, along with the reason | Legitimate interest groundCompliance with a legal obligation Compliance with a legal obligation | Ensure that accurate workforce information may be used to assess the needs of and improve the businessEnsure that you receive correct remuneration and benefits, in line with statutory and contractual terms and conditionsEnsure that HMRC receive correct information regarding your pay, in order to tax you the correct amount | HMRC |
| details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence | Legitimate interest ground | Ensure that accurate workforce information may be used to assess the needs of and improve the business |  |
| assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence | Legitimate interest groundLegitimate interest ground | Ensure that accurate workforce information may be used to assess the needs of and improve the businessEnsure that you receive correct remuneration and benefits, in line with statutory and contractual terms and conditions (appraisal rating) |  |
| information about medical or health conditions, including whether or not you have a disability | Compliance with a legal obligationCompliance with a legal obligation | Ensure that consideration is made on how to support you to obtain or remain in work, under the Equality Act 2010Ensure that our Occupational Health provider, can assess your suitability and fitness to work (or receive advice to support remaining in work) | Occupational Health Provider (Health Management Ltd) |
| equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief (N.B. this information is anonymised in all reporting) | Compliance with a legal obligation  | Ensure that we are able to evidence compliance with the Equalities Act 2010 and Public Sector Equalities duties |  |