

# People (Human Resources)

The People Team (HR) at Oadby and Wigston Borough Council deals with finding, screening, recruiting and training job applicants, as well as administers employee-benefit programs. The information that is required by HR is determined by the following list of regulations.

## Legislation and Regulations

- Asylum and Nationality Act 2006
- CIPD recommended retention period guidelines 2010
- Council's Capability Policy and Procedure
- Council's Grievance policy and Dignity at Work Policy
- Health and Safety at work Act 1974
- ICO Employment Practices Data Protection Code Part 1
- Limitation Act 1980
- Local government guidance
- Medical Reports Act 1988
- Retention Guidance for Local Government 2003
- Retirement Benefits Schemes (Information Powers) Regulations 1995
- RIDDOR 1995
- Road Traffic Act 1988
- Statutory Maternity Pay (General) Regulations 1986 and Maternity and Parental Leave Regulations 1999
- Taxes Management Act 1970, Income Tax (Employments) Regulations 1993 and Income Tax (Pay As You Earn) regulations 2003
- The Control of Asbestos Regulations 2006
- The Control of Substances Hazardous to Health 2002
- Transfer of undertakings (Protection of Employment) Regulations 2006
- Employment Rights Act 1996

You need to be aware that when you submit or provide any information to HR, the application and any related documents or comments that you send to us are retained for a set period of time. The retention of all data that is provided to the 'HR' section will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website.

The information and personal data that you provide to HR will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

## Information collected:

- Address
- Current and previous roles
- Disability / Additional needs

- Date of Birth
- Employment information
- Employment status
- Ethnicity
- Financial information
- Gender
- Marital status
- Name
- National insurance number
- Vehicle Information
- CCTV Images

### **Agencies we might share the information with:**

- Adults' social care
- Children's social care
- Commissioned partners
- Disclosure and Barring service
- Education providers
- Elected members
- Employment agencies
- External Investigator
- External legal representative working on behalf of the Council
- Government bodies
- Head of law and governance
- Head of Service
- Health agencies
- Health and safety officer/executive
- Immigration services
- Judicial Agencies
- Leicestershire County Council – payroll provider and pension scheme
- Line Manager
- Occupational health
- Pension bodies
- Police
- Probation
- Recruiting manager
- Regulatory bodies
- Service improvement schemes – IE Investor in people.
- The Redundancy Payments Service on behalf of the Secretary of State for Business, Innovation and Skills
- Trade unions

## **Purpose for processing:**

- Emergency contact details
- Equality and diversity
- Financial transactions
- Health and wellbeing
- HMRC guidelines
- Monitoring and equalities
- Prevention and detection of crime
- Promote access to work
- Regulatory, licensing and enforcement function
- Research
- Safety provision
- Service delivery
- Service improvement and planning
- Statutory requirements
- To comply with legislation
- To employ staff
- Traded services
- Tribunal claim
- Vehicle insurance

## **Lawful basis for processing:**

- Contract
- Legal obligation
- Vital Interests