



Northumberland County Council

Northumberland County Council

Online Payslip Portal

How we handle your information

This Privacy Notice is designed to help you understand how Northumberland County Council as a registered Data Controller will handle your personal information. It will outline why we ask for your personal information, detail the information we hold, how it is used, shared and how long it is kept for. It will also detail how you can exercise your rights.

Why do we ask for your personal information?

We use information relating to staff to provide an online payslip portal for staff to access and self-serve payslips and p60's.

What information do we hold?

We only process the minimum personal information and special category (sensitive) information required to deliver online payslip portal.

The personal information we process includes:

- Name
- Address
- Date of Birth
- Sex
- Contact Details
- Unique identifiers such as your NI number, employee number

We may also process some sensitive information about you that is classed as 'special category' data, and which receives additional protections under law, and in terms of our processing of it. The special category (sensitive) personal information we process includes:

- Trade union membership

How does the law allow us to use your personal information?

There are a number of legal reasons why we are allowed to collect and use your personal information. In order to process your personal data, we rely on one or more of the following legal bases;

- [We need them to perform our **legal obligations** - describe the legislation that tells you that you **MUST** provide this service]
- [We need the information because you have entered into a **contract** with us - give further details if appropriate]
- [We are required by law to do something and we need information about you in order to do this **(Public Task)** - i.e. the law states we can rather than must. Give further details here]

For your special (sensitive) personal data, we must also have an additional legal basis to process it. We use one of the following;

- [It is necessary for employment purposes **(Employment and Social Security Law)**]



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How long do you keep my information for?

We will only store your information for as long as is legally required or in situations where there is no legal retention period, they will follow established best practice. The retention for employment records and payslips is 6 years, further information is available [Northumberland Council Retention Schedules](#)

Who will you share my information with?

We may need to share your information with others to enable us to work together for your benefit.

We will only share information with third party partners if they have a genuine and lawful need for it. In some instances, this will be internal council services however, sometimes information will be shared with an external third party but only if they have a justifiable and lawful need for it.

We may share your information with:

- GOV.UK Notify (<https://www.notifications.service.gov.uk/features/security>)
- Professional advisors and consultants
- Central Government departments including but not limited to; Her Majesty's Revenues & Customs, Department for Work and Pensions, Health & Safety Executive.

GOV.UK Notify is operated by The Cabinet Office and have approval from the Governments SIRO to host data within the EEA. We will only be sharing contact numbers with Notify for the purpose of two factor authentication. The information will only be held for 7 days by Notify, then deleted.

Can request a copy of my records?

You can request what information Human Resources and Payroll holds about you. If you wish to see a copy of your records you should submit a Subject Access Request which is available through our website or by contacting the Information Governance Office. You are entitled to receive a copy of your records free of charge, within a month.

Do I have Other Rights?

Data Protection law gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this notice, please tell us. Please contact Hannah Harvey on hannah.harvey@northumberland.gov.uk / 01670 622819.

Data Protection Officer: informationgovernance@northumberland.gov.uk



Northumberland County Council

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk