

Payroll Services Privacy Notice

Introduction

This privacy notice explains how the Council uses your data to fulfil a payroll service for employers under a contract for these services.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- NI number
- Address
- Other ID numbers
- Licences and permits held
- Emergency contacts

What types of special category personal data do we need from you?

- Racial or ethnic origin
- Trade Union membership
- Physical and mental health details
- Data concerning sex life or sexual orientation
- Religious, philosophical or other beliefs of a similar nature

Why do we use your data?

- To provide a contractual service to clients who buy in to the payroll service and their employees
- For service delivery
- For service planning/improvement
- To prevent and detect crime or fraud

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to adhere to a contract and to meet legal obligations.

Our legal basis for processing your special category personal data is that it is necessary for the council to carry out its obligations relating to employment.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is relating to legal requirements relating to employment.

Who may we share your data with or receive it from?

- Her Majesty's Revenue and Customs (HMRC)
- Nottinghamshire Local Government Pension Fund
- Teachers Pensions Service
- Providers of business management systems, and associated support and maintenance providers

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not perform our contractual duty to the employer of processing payroll activities.

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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