

## Privacy Notice – Human Resources

**Data controller: The Independent Parliamentary Standards Authority (IPSA)**

**Data protection officer: Ian Latuskie, 30 Millbank, London SW1P 4DU**

[privacyrights@theipsa.org.uk](mailto:privacyrights@theipsa.org.uk)

IPSA collects and processes personal data relating to its workforce, which includes: employees, temporary staff, contractors/consultants, board members and applicants/candidates for IPSA roles.

IPSA is committed to being transparent about how it collects and uses that data and to meeting its obligations under data protection legislation.

Information that IPSA holds by which individuals can be identified is known as their 'personal data'. The personal data that we hold includes data that we obtain directly from our workforce as well as data we obtain from other people and organisations about our workforce.

### What information does IPSA collect and process?

IPSA collect and process a range of information about our workforce including:

- your name, address and contact details, including email address and telephone number, and date of birth;
- the terms and conditions of your employment; your schedule (days of work and working hours) and attendance at work; periods of leave taken by you, including holiday, sickness absence, family leave as well as the reasons for the leave;
- your qualifications, professional membership/registration, skills, experience and employment history, including references and start and end dates with previous employers and with IPSA;
- information about your salary, including entitlement to benefits and pensions; details of your bank account, national insurance number and tax code;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about any criminal record (including the result of Disclosure and Barring Service (DBS) checks);
- the results of any security checks;
- CCTV footage and images;
- any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence; and
- assessments of your performance, including appraisals, performance reviews, training you have participated in, performance improvement plans and related correspondence.

IPSA also collect and process special categories of personal data which are subject to additional requirements, including:

- gender and age;
- information about medical, physical or mental health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;

- trade union membership; and
- equal opportunities monitoring information, including information about your ethnic origin, sex or sexual orientation, health and religious or similar belief.

IPSA collects information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

IPSA collects personal data about you from third parties, such as references supplied by former employers, baseline personnel security standard (BPSS) i.e. identity checks, employment and/or education checks and criminal records checks permitted by law.

In addition we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

### Why does IPSA process personal data?

We will process the personal data of our workforce for the following reasons:

#### 1. Where we are required by law, including:

- to comply with the law regarding data sharing (see further below);
- to comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS;
- to comply with legal requirements under social security or equalities legislation.

#### 2. Where we are required by any contract with our workforce, such as employment contracts, including:

- to make payments to our workforce, such as salary payments;
- to deduct tax and National Insurance contributions;
- to make decisions about recruitment;
- to check individuals are legally entitled to work in the UK;
- administering employment contracts;
- conducting performance and/or attendance reviews;
- making decisions about salary and compensation;
- liaising with pension providers;
- providing the following benefits:
  - cycle to work;
  - childcare vouchers;
  - enhanced annual leave;
  - season ticket loan;
- to administer and pay trade union premiums and register the status of a protected employee.

**3. Where it is necessary for carrying out a task in the public interest or the exercise of our functions, including:**

- to enable the development of a comprehensive picture of our workforce and how they are deployed;
- to inform the development of recruitment and retention policies;
- to ensure safe working practices;
- in the interests of ensuring equal opportunities and treatment.

**4. Where we have your consent**

Whilst the majority of processing of personal data of our workforce will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place. In the limited circumstances where you have provided your consent to the collection, processing and transfer of personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please refer to the 'Your rights' section below.

**5. Where we have a legitimate interest**

Legitimate interests allow IPSA to self-regulate including planning for the future and obtaining feedback on a range of issues from the workforce.

- 360 degree Report – self-awareness and development tool
- Diversity Questionnaire – this is collected on appointment and helps IPSA monitor for diversity and inclusion
- Pay Gap Reporting – while not compulsory for IPSA it helps for organisational planning and supports fairness, equality, and IPSA values
- Staff Survey – to solicit employees views on IPSA performance and plans

### Why do we use special category personal data?

We may process special category personal data of our workforce for the following reasons:

1. to carry out our legal obligations in relation to employment law;
2. where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy;
3. for the purposes of preventative or occupational medicine in order to assess an individual's working capacity and/ or the need for reasonable adjustments;
4. where we otherwise have an individual's explicit written consent.

There may also be circumstances where we need to use special category personal data in relation to legal claims, or to protect your vital interests where you are unable to provide your consent.

## Declining to provide this information

If our workforce decline to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

## Who has access to data?

Your data will be shared internally, including with members of the HR team, Payroll, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

IPSA shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

IPSA also shares your data with third parties that process data on its behalf in connection with payroll, the provision of benefits and the provision of occupational health services, for example, HMRC, DWP and benefits providers. Your personal details may also be shared with staff survey/training providers, for the purposes of being able to complete the annual staff survey or self-assessment developmental questionnaires.

IPSA will not transfer your data to countries outside the EU.

## How does IPSA protect data?

IPSA takes the security of your personal data seriously. IPSA has internal policies and controls in place to ensure that your personal data is protected.

The following internal policies are in place:

- Information Rights: Freedom of Information and Data Protection Policy
- Information Governance and Assurance Framework
- Information Security Policy
- GDPR Service Dev Guidance and Assurance
- Data Breach Policy
- Records Retention Policy

Where IPSA engages third parties to process personal data on its behalf, it does so on the basis of a contract that is compliant with data protection legislation and requires that those third parties will only process your personal data on IPSA's written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of your personal data.

## For how long does IPSA keep data?

IPSA will hold your personal data for the duration of your employment, and only for as long as necessary. How long we need to hold on to any information will depend on the type of information. We might also need to continue to hold your data for a period of time after you have left us, the periods for which your data is held after the end of employment are set out in the **Records Retention Policy**.

## Your rights

As a data subject, you have a number of rights, as described in the **Information Rights FOI and DP Policy**. You can:

- receive a copy of your data on request;
- require IPSA to update incorrect or incomplete data;
- require IPSA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- have your data transferred to another organisation;
- claim compensation for damage caused by a breach of your data protection rights;
- object to the processing of your data where IPSA is relying on its statutory authority as the reason for processing; and
- ask IPSA to stop processing data for a period on certain grounds, including if you believe data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Policy and FOI Adviser, by writing to: [privacyrights@theipsa.org.uk](mailto:privacyrights@theipsa.org.uk). The law does not oblige us to comply with all requests.

If you believe that IPSA has not complied with your data protection rights, the Data Protection Officer should be contacted in the first instance to undertake a review.

Email: [privacyrights@theipsa.org.uk](mailto:privacyrights@theipsa.org.uk) OR

Post: IPSA Data Protection, 4th Floor, 30 Millbank, London SW1P 4DU

If you still believe that IPSA has not complied with your data protection rights, you can complain to the Information Commissioner. ICO helpline 0303 123 1113 or, for more options:

<https://ico.org.uk/global/contact-us/>