

- Provision of salary sacrifice and other benefit schemes including but not an exhaustive list childcare vouchers, bike to work scheme, purchase leave scheme to those who are eligible
- Management of your performance
- Provision of training and development opportunities including booking, administration, evaluation and reporting
- Provision of coaching services
- Reporting of professional memberships
- Provision of apprenticeships and qualifications including booking, administration and reporting to external bodies
- Enabling you to apply for vacancies/other roles within the Council
- Provision of recruitment, onboarding, and associated functions including but not an exhaustive list and for us to manage pre-employment, medical clearance, qualification and Disclosure Barring Service checks, details of previous employer, source of applicant eg employment, unemployed, student, and receive/request references
- Provide you with access to our IT systems
- Monitoring your use of our data and ICT systems to ensure our network and information security and ensure compliance with our ICT and information governance policies
- Equality and Diversity services including Access to Work and Reasonable Adjustment Passports,
- Monitoring and reporting of workforce statistics
- Compliance with regulatory and inspection regimes (e.g. Local Government Ombudsman, Ofsted and Care Quality Commission), including providing statistics
- Prevention and detection of crime
- Protection of the public funds we administer, including prevention and detection of fraud
- Monitoring and reporting of access to and use of Council owned/rented buildings and car parks and ensure compliance to associated policies

Personal information collected and lawful basis

The service processes personal information

- Your work pattern (days of work and working hours) and attendance at work
- Your periods of leave taken from work, for example, holiday, sickness absence, family leave, study leave, industrial action leave, other leave absences and the reasons for the leave
- Assessments of your performance, including performance reviews and ratings, talent and performance feedback and improvement plans and related correspondence
- Records of training and development activity, qualifications and apprenticeships undertaken, professional memberships and performance against assessed standards
- Details of disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Your medical or health conditions, including whether or not you have a disability for which Worcestershire County Council needs to make reasonable adjustments
- Other operational information processed in the course of carrying out our activities, including but not limited to: CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, access card data, Automated Number Plate Recognition (ANPR) data, logs of visitors, and logs of accidents, injuries and insurance claims
- Equality and diversity monitoring information, for example information about your ethnic origin, sexual orientation, and religion or belief

The legal bases for processing this personal information are:

- Necessary for compliance with a legal obligation, for example to check entitlement to work in the UK, and to comply with health and safety laws
- Necessary for a contract, or entering into a contract, with the individual, for example provide an employment contract, to pay in accordance with an employment contract and to administer benefit, pension (s.55(1)(a), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y), (z), (aa), (ab), (ac), (ad), (ae), (af), (ag), (ah), (ai), (aj), (ak), (al), (am), (an), (ao), (ap), (aq), (ar), (as), (at), (au), (av), (aw), (ax), (ay), (az), (ba), (bb), (bc), (bd), (be), (bf), (bg), (bh), (bi), (bj), (bk), (bl), (bm), (bn), (bo), (bp), (bq), (br), (bs), (bt), (bu), (bv), (bw), (bx), (by), (bz), (ca), (cb), (cc), (cd), (ce), (cf), (cg), (ch), (ci), (cj), (ck), (cl), (cm), (cn), (co), (cp), (cq), (cr), (cs), (ct), (cu), (cv), (cw), (cx), (cy), (cz), (da), (db), (dc), (dd), (de), (df), (dg), (dh), (di), (dj), (dk), (dl), (dm), (dn), (do), (dp), (dq), (dr), (ds), (dt), (du), (dv), (dw), (dx), (dy), (dz), (ea), (eb), (ec), (ed), (ee), (ef), (eg), (eh), (ei), (ej), (ek), (el), (em), (en), (eo), (ep), (eq), (er), (es), (et), (eu), (ev), (ew), (ex), (ey), (ez), (fa), (fb), (fc), (fd), (fe), (ff), (fg), (fh), (fi), (fj), (fk), (fl), (fm), (fn), (fo), (fp), (fq), (fr), (fs), (ft), (fu), (fv), (fw), (fx), (fy), (fz), (ga), (gb), (gc), (gd), (ge), (gf), (gg), (gh), (gi), (gj), (gk), (gl), (gm), (gn), (go), (gp), (gq), (gr), (gs), (gt), (gu), (gv), (gw), (gx), (gy), (gz), (ha), (hb), (hc), (hd), (he), (hf), (hg), (hh), (hi), (hj), (hk), (hl), (hm), (hn), (ho), (hp), (hq), (hr), (hs), (ht), (hu), (hv), (hw), (hx), (hy), (hz), (ia), (ib), (ic), (id), (ie), (if), (ig), (ih), (ii), (ij), (ik), (il), (im), (in), (io), (ip), (iq), (ir), (is), (it), (iu), (iv), (iw), (ix), (iy), (iz), (ja), (jb), (jc), (jd), (je), (jf), (jg), (jh), (ji), (jj), (jk), (jl), (jm), (jn), (jo), (jp), (jq), (jr), (js), (jt), (ju), (jv), (jw), (jx), (jy), (jz), (ka), (kb), (kc), (kd), (ke), (kf), (kg), (kh), (ki), (kj), (kk), (kl), (km), (kn), (ko), (kp), (kq), (kr), (ks), (kt), (ku), (kv), (kw), (kx), (ky), (kz), (la), (lb), (lc), (ld), (le), (lf), (lg), (lh), (li), (lj), (lk), (ll), (lm), (ln), (lo), (lp), (lq), (lr), (ls), (lt), (lu), (lv), (lw), (lx), (ly), (lz), (ma), (mb), (mc), (md), (me), (mf), (mg), (mh), (mi), (mj), (mk), (ml), (mm), (mn), (mo), (mp), (mq), (mr), (ms), (mt), (mu), (mv), (mw), (mx), (my), (mz), (na), (nb), (nc), (nd), (ne), (nf), (ng), (nh), (ni), (nj), (nk), (nl), (nm), (nn), (no), (np), (nq), (nr), (ns), (nt), (nu), (nv), (nw), (nx), (ny), (nz), (oa), (ob), (oc), (od), (oe), (of), (og), (oh), (oi), (oj), (ok), (ol), (om), (on), (oo), (op), (oq), (or), (os), (ot), (ou), (ov), (ow), (ox), (oy), (oz), (pa), (pb), (pc), (pd), (pe), (pf), (pg), (ph), (pi), (pj), (pk), (pl), (pm), (pn), (po), (pp), (pq), (pr), (ps), (pt), (pu), (pv), (pw), (px), (py), (pz), (qa), (qb), (qc), (qd), (qe), (qf), (qg), (qh), (qi), (qj), (qk), (ql), (qm), (qn), (qo), (qp), (qq), (qr), (qs), (qt), (qu), (qv), (qw), (qx), (qy), (qz), (ra), (rb), (rc), (rd), (re), (rf), (rg), (rh), (ri), (rj), (rk), (rl), (rm), (rn), (ro), (rp), (rq), (rr), (rs), (rt), (ru), (rv), (rw), (rx), (ry), (rz), (sa), (sb), (sc), (sd), (se), (sf), (sg), (sh), (si), (sj), (sk), (sl), (sm), (sn), (so), (sp), (sq), (sr), (ss), (st), (su), (sv), (sw), (sx), (sy), (sz), (ta), (tb), (tc), (td), (te), (tf), (tg), (th), (ti), (tj), (tk), (tl), (tm), (tn), (to), (tp), (tq), (tr), (ts), (tt), (tu), (tv), (tw), (tx), (ty), (tz), (ua), (ub), (uc), (ud), (ue), (uf), (ug), (uh), (ui), (uj), (uk), (ul), (um), (un), (uo), (up), (uq), (ur), (us), (ut), (uu), (uv), (uw), (ux), (uy), (uz), (va), (vb), (vc), (vd), (ve), (vf), (vg), (vh), (vi), (vj), (vk), (vl), (vm), (vn), (vo), (vp), (vq), (vr), (vs), (vt), (vu), (vv), (vw), (vx), (vy), (vz), (wa), (wb), (wc), (wd), (we), (wf), (wg), (wh), (wi), (wj), (wk), (wl), (wm), (wn), (wo), (wp), (wq), (wr), (ws), (wt), (wu), (wv), (ww), (wx), (wy), (wz), (xa), (xb), (xc), (xd), (xe), (xf), (xg), (xh), (xi), (xj), (xk), (xl), (xm), (xn), (xo), (xp), (xq), (xr), (xs), (xt), (xu), (xv), (xw), (xx), (xy), (xz), (ya), (yb), (yc), (yd), (ye), (yf), (yg), (yh), (yi), (yj), (yk), (yl), (ym), (yn), (yo), (yp), (yq), (yr), (ys), (yt), (yu), (yv), (yw), (yx), (yz), (za), (zb), (zc), (zd), (ze), (zf), (zg), (zh), (zi), (zj), (zk), (zl), (zm), (zn), (zo), (zp), (zq), (zr), (zs), (zt), (zu), (zv), (zw), (zx), (zy), (zz))

We may also process information about staff criminal convictions and offences (including alleged offences), criminal proceedings, outcomes and sentences. This is to ensure that individuals are permitted to undertake the role in question.

The legal bases for processing this personal information are:

- Necessary for a contract, or entering into a contract, with the individual. In addition we rely on the processing condition in the Data Protection Act in Schedule 1 part 1 paragraph 1

We may collect this information in a variety of ways including from:

- Application forms or CVs
- Your identity documents including your passport, your driving licence or other forms of ID provided by you
- Forms completed by you at the start of or during employment (such as benefit nomination forms)
- Correspondence with you
- Interviews, meetings or other assessments
- References provided by third parties including former employers and persons able to provide a character reference
- Information from employment background

- Skills for Care for the ASC Workforce Data Set
- Department for Education (DfE) information about our child and family social work workforce (under the Children Act 1989 Section 83)
- Organisations including the Ministry of Housing Communities and Local Government, Cabinet Office, the Department for Work and Pensions (DWP), other local authorities, HM Revenue and Customs (HMRC), and the police who are responsible for auditing or administering public funds including fraud and the National Fraud Initiative, The local au

You may also be entitled to have incorrect or incomplete data amended, object to the processing (in some circumstances), and the restriction or erasure of your personal data where the data is no longer necessary for the purposes of processing depending on the service and legal basis. In the first instance please contact your line manager or HR advisor to exercise these Information Rights.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.