# Privacy Notice: Employee Benefits Scheme

## Data Controller

Inverclyde Council is the ‘Data Controller’. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

## Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

## What information do we need.

The information we collect from you will include details such as, name and address, date of birth, email address, telephone/mobile number, gender, department/place of work, employee number, NI number, lower/higher rate taxpayer, benefit amount.

We only collect personal data about you which does not include any special categories of personal information about you such as racial or ethnic origin, political beliefs, religious or philosophical beliefs*.*

## Why do we need this information?

Your information is being collected for the following purposes:-

* To process your application to receive a benefit offered by the employee benefit schemes operated by benefit providers on behalf of the Council. Any data being provided to third parties will only include what is necessary to allow the order to be fulfilled.
* To inform employees about the benefits available. This may involve contact by email and letters. This will only occur when an employee has given their consent. Any information used through self registration to register for an employee benefit directly, your information will be used and collected in the same way as those with email/pc access.
* To verify the identity of an employee by presenting the details of the employee for the employer to compare them against their payroll record
* To prepare and create records for payroll processing by presenting the employee information in a format that can be used to import into the payroll system at the Employer

If you do not provide this information then we will be unable to process your application to receive a benefit offered by the employee benefit schemes operated by benefit providers on behalf of the Council. We will not collect any personal data from you that is not needed for delivery of those services.

## The Legal Basis for using your information

Data protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is:-

* article 6(1)(a) – you have given us your consent to process your personal data when making an application to the scheme

## What will we do with your information?

In order to provide this service to you, we will share your information with the categories of organisations listed below for the purposes specified:

1. Vivup - Vivup are responsible for operating employee benefit schemes on behalf of the Council.
2. Cycle to Work - Cycle to work scheme.
3. Edenred - Childcare Voucher scheme.

When you do not provide information directly to us, we may receive it from the scheme providers listed above – they are the companies contracted to operate the benefit schemes on behalf of the Council. Please note that information is only shared with third parties to fulfil services carried out for the employee.

Information may also be shared with HMRC and any other regulatory or law enforcement bodies in compliance with any legal obligations.

All of the information we collect from you will be processed by staff in the United Kingdom. You should also be aware that your data will be stored on servers located in within the United Kingdom; the data will not be processed outside the EEA. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this can be requested from the Data Protection Officer

## How long will we keep your information?

The data will only be retained for the duration of the contract between the Council and the benefit scheme providers. At the end of the contract period, the data will be returned to the Council either using secure electronic transfer or encrypted media. All copies of data held by providers will be destroyed following confirmed receipt by the council.

## Your Rights

Your personal data belongs to you and you have the right to:

* be informed of how we will process it;
* request a copy of what we hold about you;
* have it amended if it’s incorrect or incomplete;
* have it deleted (where we do not have a legal requirement to retain it);
* withdraw your consent if you no longer wish us to process;
* restrict how we process it;
* object to us using it for marketing or research purposes;
* object to us using it in relation to a legal task or in the exercise of an official authority;
* request that a person reviews an automated decision where it has an adverse effect on you.

## Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Phone: 0303 123 1113 or visit the Information Commissioner’s Office’s website – [Information Commissioner's Office (ICO)](https://ico.org.uk/).

However you should raise the issue with the Council’s Data Protection Officer first.

## Automated Decision Making

We will not use your data for any automated decision making.

## More information:

For more details on how the Council processes your personal information visit [Privacy - Inverclyde Council](https://www.inverclyde.gov.uk/site-basics/privacy).

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.