

STAFF PRIVACY NOTICE

Summary

As part of our requirements under Data Protection legislation, we have published a Staff Privacy Notice. By issuing this privacy notice, we demonstrate our commitment to openness and accountability.

We recognise the need to treat staff's personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

The **full** Staff Privacy Notice can be found [here](#) and provides you with information on:-

- Our legal duty – we are required to let you know what information we process about you under Data Protection legislation;
- Who we collect information about – for example, current staff, bank, agency, contracted staff or individuals applying for a post;
- The type of information we hold about you – for example, sickness or annual leave, bank details, occupational health data, training qualifications, salary details or trade union membership;
- Who we may share your information with – for example Disclosure Scotland, Trade Unions or Regulatory bodies;
- Why we collect information about you – for example to ensure you are paid properly, to manage your employment with us, for disciplinary and grievance purposes or for national fraud initiatives;
- Our obligations as an employer – for example to ensure your health and safety at work, to monitor sickness and absence or for equal opportunity monitoring and reporting;
- How we use any information relating to criminal convictions;
- What rights you have under data protection legislation including the right to request a copy of personal information we hold about you (known as Subject Access Rights) and the right to ensure the information we hold about you is correct.