

Human Resources- Payroll and pension information.

Purpose	The CCG holds personal and confidential information of its staff for employment-related purposes, including the payment of salary and processing of staff benefits.
Type of information Used	Identifiable: Personal (such as name, address, date of birth) and Special Category (health, racial or ethnic origin information)
Legal basis	<p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority</p> <p>GDPR Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment...social protection law in so far as it is authorised by Union or Member State law.</p>
How we collect (the source) and use the information	<p>The CCG uses information for the purposes of employment in a variety of ways including:</p> <ul style="list-style-type: none"> • To make salary payments and deductions including salary sacrifice schemes. • To process staff benefits including but not limited to Pensions and Trade Union affiliation. • To deduct tax and NI. • To manage the T&C of a staff members contract
How long we will keep the information	<p>Review with intention to destroy</p> <p>For income tax/NI [correspondence with HMRC] and leave, closure of tax year plus 6 years</p> <p>For sick pay and statutory maternity pay, closure of tax year plus 3</p> <p>For pensions, termination of employment plus 6 years</p>
Who we will share the information with (recipients)	<p>The CCG shares information with a variety of organisation and individuals for a number of lawful purposes including:</p> <ul style="list-style-type: none"> • Public disclosure under Freedom of Information - e.g. requested names or contact details of senior managers or those in public-facing roles; • Disclosure of job applicant details - e.g. to named referees for reference checks, to the Disclosure & Barring Service for criminal record checks • Disclosure to employment agencies - e.g. in respect of agency staff; • Disclosure to banks & insurance companies - e.g. to confirm employment details in respect of loan/mortgage applications/guarantees; • Disclosure to professional registration organisations - e.g. in respect of fitness to practice hearings; • Disclosure to Occupational Health professionals (subject to explicit consent); • Disclosure to police or fraud investigators - e.g. in respect of investigations into incidents, allegations or enquiries.



Leeds
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