

OFFICIAL

The Council employs around 20,000 people and holds significant amounts of information on those staff and on people who have applied to us for a job. This page describes how we use that information.

Use and disclosure of staff information:

Staff information is primarily held by the Council in order to carry out its duties as an employer. In connection with this we hold information on staff relating to ethnic background, disability etc. in order to comply with our obligations relating to monitoring equality of opportunities and discrimination legislation. Where applicable we will hold information on trade union membership to allow for payment of union subscriptions deducted from pay and will share this information with the relevant unions to allow union these subscriptions to be collected. We also share information where applicable with other recipients of payroll deductions such as Glasgow Credit Union or suppliers of salary sacrifice schemes such as child care voucher providers. Earnings information is supplied to HMRC as required by law to allow for deduction of PAYE and national insurance contributions.

Staff information, including:

- dialled telephone numbers
- the date, time and duration of calls
- the dates, times and addresses of websites visited
- the dates, times, subjects, senders and recipients of emails
- details of music files stored on our network
- use of unencrypted USB devices (for example, pen drives)
- details of usage that identifies specific ICT equipment
- clock in times
- login times
- door entry system recordings

may be used internally for surveillance purposes, during disciplinary investigations and for data matching exercises.

Statistical analyses of employee information are carried out to support business management forecasting and workforce planning. Information will generally be released to the police and other criminal investigation agencies on request in relation to specific investigations, provided the council is satisfied that legitimate grounds exist for doing so. It will also be released to government agencies able to compel disclosure such as the Child Support Agency if we receive an appropriate request. Information will be released to courts and employment tribunals in relevant cases and may be shared with external legal advisers in these cases. It will also be released in response to an order from a court with competent jurisdiction to make such an order. It may also be released (without consent) in response to investigations by external regulators such as Audit Scotland, the UK and Scottish Information Commissioners and Scottish Public Services Ombudsman.

The Council also holds information on behalf of, and as a data processor to, a number of its **Arms Length External Organisations ("ALEOs")**. The relevant ALEO is responsible for determining how to use such information, including making decisions on whether to release it. The Council may

OFFICIAL

OFFICIAL

be required to release such information in response to a court order even where it holds it on behalf of an ALEO; the ALEO in question will be informed of any such court orders. Information relating to staff disciplinary cases will be shared with ALEOs where relevant, such as where someone is employed by both the council and an ALEO. Where relevant, information acquired by investigatory sections within the Council will be shared with the employing ALEO.

If the Council receives a freedom of information (FOI) request which includes information relating to staff, then as a general rule such requests will be refused (or the staff information removed/redacted from the response) unless it relates to more senior members of staff. For this purpose, staff on grade 9 or above (defined by the Council as its leadership grades) count as more senior staff, those on lower grades do not. However, each request will be considered on its own merits and in line with guidance issued by the Information Commissioner and Scottish Information Commissioner. Even for more senior staff, we will not release information which does not directly relate to that member of staff's work activities, so information such as home address will not generally be released. Staff will be consulted ahead of any decision to release their personal data in response to an FOI request. The same principles apply to information relating to former members of staff (subject to the caveat that the Council may be unable to readily contact such individuals to seek their views on disclosure and will generally reach a decision without making contact).

If a member of staff is also a service user, the information we hold in connection with them being a service user will be protected just as we would protect the information of any other service user.

Job applicants:

Information which you submit to us in the course of applying for a job will, in the first instance, be used by the selection panel to make decisions on recruitment. The Equalities Monitoring Form included in the recruitment pack (or the equivalent sections of the website if you use our online recruitment portal <http://www.myjobscotland.gov.uk/>) is only used for monitoring the Council's compliance with equal opportunities legislation and policies and is not made available to the staff directly involved in the recruitment process. If you are not offered the job, all documentation related to your application for employment will normally be confidentially destroyed after a period of six months.

If you are the successful candidate the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring Councils or other organisations, which handle public funds. Glasgow City Council will use the information you provide on the application form and any other

OFFICIAL

OFFICIAL

attachments, or which you have submitted through the myjobscotland website, for HR administration, learning, discipline, absence management, career development, statistical and payroll purposes.

OFFICIAL