

Privacy notice - human resources

Lawfulness of processing

Processing your personal data is necessary to fulfil our contractual obligation to you in respect of your employment contract.

Wyre Council (the Data Controller) will use your personal information in the main to fulfil their contractual arrangements, however key payroll data may be shared with other external bodies responsible for auditing, administering public funds or where undertaking a public function for the purposes of preventing and detecting fraud, for example the Cabinet Office to participate in the National Fraud Initiative Exercise. The use of data by the Cabinet Office for this data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014.

Data retention

We will hold all paper records containing your data for seven years following your date of leaving the council, after such time, your personal data will be deleted from our records with the exception of pension and health and safety training information which is retained indefinitely. All electronic records will be retained indefinitely.

Your rights

You have the right as the data subject to access your data. If you feel the data we hold is inaccurate or incomplete, you are entitled to have your personal data rectified. Please contact wyre.gov.uk for further information. You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.

For more information on how the council handles your data, please visit wyre.gov.uk or contact the councils Data Protection Officer; Joanne Billington on 01253 887372