

Borough Council of King's Lynn and West Norfolk

Privacy Policy

Personnel

Borough Council of King's Lynn and West Norfolk ("The Council") takes the safety of your personal information very seriously and will only ever process your information in accordance with the law, this includes the General Data Protection Regulations and any other relevant legislation.

You have a right to know how the Council processes your data and the purpose of that processing.

In relation to the HR Department, your data and personal information will be processed in accordance with the following:

The reasons we use your data

The Council may use your data for any of the following purposes:

1. **Recruitment**
2. **Service delivery**
3. **Service improvement and planning**
4. **Equality Monitoring**
5. **Promoting Access to Work**
6. **Reporting to Government and other Statutory requirements**
7. **Financial Transactions including payroll**
8. **Research**
9. **Traded Services**
10. **All lawful purposes, including but not limited to the prevention and detection of crime, including fraud and money laundering**

Why we are allowed to use your data

The Council has a legal obligation to use your data in order to fulfil a public task. These obligations come from various UK laws including but not limited to:

1. **Health and Safety at Work, etc. Act 1974**
2. **The Employment Rights Act 1996**
3. **The National Minimum Wage Act 1998**
4. **The Employment Relations Act 1999**
5. **The Working Time Directive 1999**
6. **The Equality Act 2010**
7. **The Public Sector Equality Duty – Equality Act 2010**
8. **The Localism Act 2011**
9. **The Local Audit and Accountability Act 2014**

In some circumstances, the Council may also have an obligation to process your data under the terms of a contract with a third party, particularly where the Council is trading services.

Who we can share your data with

In some circumstances, it will be necessary to share your information with other departments of the Council or with external third parties, these are:

1. **The Police**
2. **Health Agencies i.e. occupational health providers**
3. **Pension Providers**
4. **Trade Unions**
5. **Judicial Agencies i.e. Courts**
6. **Other businesses / organisations (referencing)**
7. **Disclosure and Barring Service**
8. **Government Departments i.e. DWP, HMRC etc.**
9. **Immigration Services**
10. **Other Council departments**
11. **Employment agencies**
12. **Contractors providing IT services**
13. **Members of the Norfolk Fraud Hub and National Fraud Initiative**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

If you wish to see more information about the way in which the Council uses your data, you can access our [Corporate Privacy Policy](#) and our [Data Protection Policy](#).