

## SCHEDULE 1 Personal Data Categories

Data Type	Collected from
<p>a) <b>Contact Information</b></p> <ul style="list-style-type: none"><li>• Name(s)</li><li>• Address(es)</li><li>• Email address(es)</li><li>• Contact details including mobile telephone number(s)</li></ul>	<ul style="list-style-type: none"><li>• You</li></ul>
<p>b) <b>Personal Information</b></p> <ul style="list-style-type: none"><li>• Date of birth</li><li>• Gender identity</li><li>• Next of kin or other dependants</li><li>• Marital or relationship status</li><li>• Lifestyle and social circumstances</li><li>• Emergency contact information</li><li>• National Insurance number</li></ul>	<ul style="list-style-type: none"><li>• You</li></ul>
<p>c) <b>Special Category - Personal Information</b></p> <ul style="list-style-type: none"><li>• Racial or ethnic origin (including your nationality and visa information)</li><li>• Religious and philosophical beliefs</li><li>• Trade union membership</li><li>• Data concerning physical and/or mental health - accident reports, day-to-day health concerns such as diabetes or epilepsy conditions which we should be aware of, dietary requirements, allergies, drug and alcohol test results, Ill health retirement information and reasons for any short term or long term absence)</li><li>• Sexual orientation and sexual life</li><li>• Health and safety and accident records and reports</li><li>• Information relating to actual or suspected criminal convictions and offences</li></ul>	<ul style="list-style-type: none"><li>• You</li><li>• Your emergency contact(s)</li></ul>
<p>d) <b>Employment Information</b></p> <ul style="list-style-type: none"><li>• Terms and conditions of employment</li><li>• Career history</li><li>• Work related contact details (including location and office and corporate phone numbers)</li></ul>	<ul style="list-style-type: none"><li>• You</li><li>• Your line manager(s)</li><li>• Recruitment consultants and</li></ul>

- Statutory, non-statutory, annual and other leave and absence records
- Hours worked and working time preferences
- Job termination information

e) **Job Performance Information**

- Role responsibilities
- Attendance information, including clocking in/out systems, flexi records or timesheets
- Transfer and secondment information

f) **Benefits Information**

- Private healthcare, life assurance and pensions memberships for you and/or your dependants or other beneficiaries
- Death benefit information

g) **Special Category - Occupational Health Information**

- Health records as specified by Health & Safety Regulations through Health Surveillance assessments
- Management Referrals, Clinical Records and third Party reports relating to management referral cases
- New starter assessment
- Health screening assessments
- Ill health retirement assessment
- Vaccination history and evidence for healthcare workers
- Health records as specified by Health & Safety Regulations through Health Surveillance assessments

agencies

- Your previous employers
- Publically available information from online resources

- You
- Your line manager(s) and co-workers

- You
- Third party benefits providers
- Your dependants or other beneficiaries

- You
- Your line manager(s) and co-workers
- People Management
- Third party benefits providers
- Your dependants or other beneficiaries

## SCHEDULE 2 Lawful Basis for Processing: Personal Data

<p><b>Personal data</b></p>	<p>Data referred to in Schedule 1 falling into the following categories;</p> <ul style="list-style-type: none"> <li>a) Contact Information</li> <li>b) Personal Information</li> <li>c) Special Category Personal Data</li> <li>d) Employment Information</li> <li>e) Job Performance Information</li> <li>f) Benefits Information</li> </ul>
<p><b>We are permitted to process your personal data because...</b></p>	<p>We are permitted to process your personal data because of one or more of the following reasons;</p> <ul style="list-style-type: none"> <li>1. You have given your consent to the processing</li> <li>2. It is necessary to perform your employment contract</li> <li>3. It is necessary for us to comply with a legal obligation</li> <li>4. It is necessary for our legitimate interests or those of third parties</li> <li>5. It is necessary to protect your vital interests (or those of someone else)</li> <li>6. It is necessary to perform a task in the public interest or in our official authority</li> </ul>
<p><b>Examples of how we will use your personal data and the legal basis for doing so</b> (non-exhaustive)</p>	<p>We will use your personal data to make job offers to you and to enter into a contract of employment with you. The legal basis for doing this is it is necessary for us to perform your contract of employment.</p> <p>We will use your personal data to calculate and administer taxation within payroll, and your entitlements to any statutory benefits. The legal basis for doing this is it is necessary for us to comply with a legal obligation.</p> <p>We will use your personal data to monitor the security of Cumbria County Council's physical premises and systems, networks and applications. The legal basis for doing this is it is necessary for us to perform a task in the public interest.</p>

### SCHEDULE 3 Lawful Basis for Processing: Special Category Personal Data

<p><b>Special Category Personal Data</b></p>	<p>Data referred to in <b>Schedule 1</b> falling into the following categories;</p> <ul style="list-style-type: none"> <li>c) Special Category Personal Data</li> <li>g) Occupational Health Information</li> </ul>
<p><b>We are permitted to process your personal data because...</b></p>	<p>We are permitted to process your personal data because of one or more of the following reasons;</p> <ol style="list-style-type: none"> <li>1. You have given your explicit consent to the processing</li> <li>2. It is necessary to meet our legal obligations from a duty of care perspective.</li> <li>3. It is necessary for your/our obligations and rights in the field of employment and social security and social protection law.</li> <li>4. It is necessary for us to comply with a legal obligation e.g. health surveillance, control of Vibration at Work Regulations</li> <li>5. It is necessary to protect the vital interests of the data subject or another person you or they are physically or legally incapable of giving consent</li> <li>6. It is necessary for our establishment, exercise or defence of legal claims</li> <li>7. It is necessary for reasons of substantial public interest</li> <li>8. It is necessary for preventive or occupational medicine, for the assessment of the working capacity of the employee</li> </ol>
<p><b>Examples of how we will use your Special Category Personal data and the legal basis for doing so</b> (non-exhaustive)</p>	<p>We will provide managers and employees with advice and guidance to help them manage health conditions in the workplace and reduce the impact of a person's role on their health.</p> <p>We will use your occupational health information to identify any health impact on employees health from the work environment or duties and to advise our manager appropriately.</p> <p>We will ensure that any health issue identified as a result of the assessment is referred to an appropriate health professional for further treatment.</p> <p>We will provide managers with the information required to progress and application apply for Ill Health Retirements.</p> <p>We will provide managers and employees with proof of compliance with health care worker vaccination requirements.</p> <p>We will use your special category personal data to manage and administer our equal opportunities reporting and Gender Pay Reporting. The legal basis for doing this is it is necessary for us to comply with a legal obligation.</p>

If you have any questions about the data we collect or the legal basis's we rely for processing your personal data or special category personal data. You can contact the DPO in the following ways:

Email: [dataprotection@cumbria.gov.uk](mailto:dataprotection@cumbria.gov.uk)

Post: Data Protection Officer, c/o Information Governance Team, Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle CA1 1RD

**Last Updated: May 2018**