

# HSE Privacy notice for employees, workers and contractors (UK)

HSE is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with data protection law, including the General Data Protection Regulation (GDPR). It applies to all employees, workers and contractors.

HSE is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services.

## Our lawful basis for processing your information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for performing the contract we have entered into with you
- Where we need to comply with a legal obligation
- Where it is in the public interest to do so; or for official purposes; or in the exercise of a function of the Crown, a Minister of the Crown or HSE as a government department

There can be rare occasions where it becomes necessary to use your personal information to protect your interests (or someone else's interests).

## What information do we collect about you?

We typically collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider (e.g. personal contact details, marital status, national insurance number, bank account details and copy of driving licence etc). We will sometimes collect additional information from third parties including former employers, credit reference and collection agencies or other background check agencies, including medical and occupational health professionals, vetting agencies, pension administrators and trade union (e.g. criminal convictions, health and medical records)

We will collect additional personal information (including more sensitive personal information) throughout the period of you working for us including personal data collected from third parties (e.g. information about your race or ethnicity, religious beliefs, sexual orientation, political opinions, disciplinary and grievance records, performance records, door entry/swipe card systems, CCTV, telephone/mobile phone records, internet and instant messaging usage etc).

## Do we need your consent?


In most cases we do not need your consent (including special categories) to process your personal information in accordance with our legal obligations, or for one of the other reasons outlined above. In limited circumstances, if the need arises, we will approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## How will we use information about you and who do we share it with?

The situations in which we will process your personal information will include making decisions about your recruitment or appointment, determining the terms on which you work for us, paying you, providing employee-related benefits, gathering evidence relating to grievance or disciplinary matters, to prevent fraud, managing sickness absence and to make decisions about your continued employment.

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you; where it is in the public interest to do so or where it is necessary for the performance of our functions as a Government Department or a function of the Crown. This will, in some circumstances, involve sharing special categories of personal data and, where relevant, data about criminal convictions/allegations.

## Transferring information outside the EU

Some of your personal data may be processed offshore by our service provider, Shared Services Connected Limited (SSCL). SSCL use Centres of Excellence in the UK and in India to manage our back office services. Your personal data receives the same level of protection when processed offshore as it does onshore. This protection is delivered using standard data protection clauses adopted by the European Commission, and used in their entirety in the contract with SSCL. A copy of the model contract clauses are published on the [EU Commission website](#) .

- [More information on the SSCL offshoring process](#)

## How do we protect your information and how long do we keep it?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions. Details of these measures can be obtained from HSE's Information Technology Security Officer.

HSE has procedures to deal with any [suspected data security breach](#) and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. HSE has a published [disposal policy](#) (known as the Business Classification Scheme) which explains how long we keep different types of records and documents for, including records and documents containing personal data. Personal data is deleted or securely destroyed at the end of the disposal period.

## Access to your information and correction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. Please see the [Information Commissioner's guidance](#) for more detail.

Please be aware that if we are processing your information in relation to our lawful basis for processing, it may not always be possible to fulfil requests to delete or rectify personal information. A request to see a copy of your personal information must be as specific as possible to help us identify and process your request within the statutory time frame. If you want to make a request under DPA, please contact your line manager in the first instance in writing.

## Data Protection Officer (DPO)

HSE's Data Protection Officer (DPO) is Sean Egan who has been appointed to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO via the following email address [DPO@hse.gov.uk](mailto:DPO@hse.gov.uk).

## Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to complain to the Information Commissioner's Office. You can go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by calling 0303 123 1113.

Changes to this privacy policy and contact for further information We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.