

Employee Privacy Notice

Your privacy and the protection of your personal information are very important to us and we are committed to complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice explains what personal information we collect about you as an employee, contractor, secondee or consultant, how we use it, how we protect it and the rights you have.

Who we are

The Improvement Service is a company limited by guarantee, registered in Scotland (Company No. SC287978), operating from the Civic Centre, Howden South Road, Livingston, EH54 6FF.

We are registered with the Information Commissioner's Office under registration number Z9983589).

If you have any questions about our use of your personal information, or wish to exercise your rights, please contact the [Business Support Team](#).

The personal information we collect

We collect and process a range of personal data including:

- Contact details
- Workplace details
- Date of birth
- Gender
- Marital status
- Next of kin and emergency contacts
- National Insurance number
- Bank details,
- Payroll and tax data
- Salary, pension and benefits information
- Leave and sickness absence data
- Recruitment records
- Performance and training records
- Disciplinary and grievance records
- IT usage
- Copy of driving licence or passport
- Right-to-work documents/ migrant status
- Security card records for door/building entry

Where necessary, we may hold more sensitive information about you, called "special category" personal data, including:

- Information about your race or ethnicity, religious beliefs and sexual orientation (if you provide these) for the purposes of equalities monitoring

- Information about your health for purposes of managing sickness absence and providing occupational health services and making reasonable adjustments
- Where appropriate, information about criminal convictions and offences for authorised background checks, using information from the appropriate statutory bodies [Disclosure Scotland](#).

Why we collect and use your information (legal basis)

We process your data for contractual necessity and legal obligations in our legitimate interests to run the business.

How we use your information

We use personal data to manage employment, pay and benefits, support training and performance, support health and wellbeing, comply with audit, governance and legal requirements and provide IT services.

Who we share your information with

We share data with payroll and pension administrators.

How long we keep your personal information

Data is retained only as long as necessary and securely deleted in line with our retention schedules.

How we protect your information

Measures include access controls, secure storage and restricted access.

Profiling and automated decision making

We do not have any automated decision-making processes which would affect you (that is, decisions made by computer without human intervention).

Your data protection rights

You have a range of rights over your personal information. These are described in more detail [here](#)