



## Privacy Notice – Employment

This notice sets out how we will use your personal data, and your rights under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### Data subject categories

The personal information relates to members of GIAA staff.

### Data categories

Information will include the following information regarding the data subject:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- dates of birth, marriage and divorce
- gender
- marital status and dependents
- next of kin, emergency contact and death benefit nominee(s) information
- National Insurance number
- bank account details, payroll records and tax status information
- salary, annual leave, pension and benefits information
- start date, leaving date
- location of employment or workplace
- copy of driving licence, passport, birth and marriage certificates, decree absolute
- recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- full employment records for Civil Service employment (including contract, terms and conditions, job titles, work history, working hours, promotion, absences, attendances, training records and professional memberships)
- compensation history
- performance and appraisal information
- disciplinary and grievance information
- secondary employment and volunteering information
- information about your use of our information and communications systems
- evidence of how you meet the Civil Service nationality rules and

confirmation of your security clearance. This can include passport details, nationality details and information about convictions/allegations of criminal behaviour.

- evidence of your right to work in the UK/immigration status.
- childbirth certificates to ensure employees receive childcare vouchers.

### Purpose

The personal information is processed for the purpose of the employment of GIAA staff. This will enable GIAA (and HMT) to process the following functions relating to your employment:

1. payment of salary and allowances (including sick pay), pension, and the award of statutory state benefits and other non-statutory benefits such as childcare vouchers.
2. performance management; disciplinary matters; specific role-based activities and training.
3. health and safety, business continuity, and IT administration, including account set up and equipment allocation.

4. Equality and diversity purposes, such as workforce demographic and diversity analysis/reporting.
5. monitoring, reporting and auditing.

### Legal basis of processing

The processing is necessary to enable us to perform our contract with you; to enable us to comply with legal obligations, to carry out our functions as a Government Agency/functions of the Crown; or where it is necessary to do so in the public interest.

### Recipients

Your personal data will only be shared with relevant staff within GIAA (and HM Treasury) and/or other organisations for the purposes listed in (3). Please see below for the list of other organisations:

- HMRC - Tax
- CGI – GIAA and HM Treasury's Payroll provider
- Pension services providers (MyCSP) – Civil Service Pension Provider
- The National Archives and any other holder of official records (if records are deemed to have historical interest)
- Reward Gateway/Edenred – Civil Service Benefits Scheme

- United Kingdom Security Vetting (UKSV) – UK Security Vetting
- Health management ltd – Occupational Health provider
- Specsavers - Civil Service/GIAA Benefit/Discount
- Reward Gateway/Edenred – GIAA’s Childcare voucher scheme (this scheme is now closed for new applications)
- External auditors – Government Internal Audit Agency (GIAA)
- Oracle – GIAA’s Human Resources cloud providers
- Certus - Implementation partner, patching, maintenance and upgrades of Oracle
- NTT - As the personal information is stored on HMT’s IT infrastructure, it is also shared with their IT contractor NTT
- VSG – HM Treasury’s Pass Production supplier for London. *If you are successful, only the necessary information will be shared with pass production to ensure you can receive relevant access to the building.*
- Interserve – HM Treasury’s Pass Production supplier for Norwich. *If you are successful,*

*only the necessary information will be shared with pass production to ensure you can receive relevant access to the building.*

- ISS – HM Treasury’s Pass Production supplier for Birmingham and Bristol. *If you are successful, only the necessary information will be shared with pass production to ensure you can receive relevant access to the building.*
- CBRE – Pass production supplier for Redgrave Court, Bootle. *If you are successful, only the necessary information will be shared with pass production to ensure you can receive relevant access to the building.*
- G4S - HM Treasury’s Pass Production supplier for Leeds. *If you are successful, only the necessary information will be shared with pass production to ensure you can receive relevant access to the building.*
- Clarity Travel Management – Travel provider

For each organisation listed above GIAA as the controller will only disclose the

personal data necessary to deliver that service. Either a contract or data sharing agreement (as appropriate) will be put in place to ensure that your information is kept securely and not used for any other purposes.

Your personal information will be held on our cloud providers Oracle platform and controlled access measures are in place to mitigate any inappropriate use of your personal information. Oracle servers with HM Treasury data is hosted in the United Kingdom.

### Retention

GIAA will only hold your data for as long as necessary for the purpose of your employment and in line with GIAA's retention schedules. In most cases your personal information will be kept for no longer than 6 years after end of the employment. The retention schedule will detail the type of function, the description, retention and relevant legislative requirements.

### Special data categories

We also collect, store and use the following "special categories" of more sensitive personal information:

- information about your race or ethnicity
- religious beliefs

- information about your health, including any medical condition, health and sickness records
- sexual orientation
- sex/gender

### Basis for processing special category data

When we need to carry out our legal obligations or exercise our employment-related legal rights; equal opportunities monitoring; where it is needed to assess your working capacity on health grounds preventing or detecting unlawful acts; performing our functions as a Government Agency or a function of the Crown.

### Your rights:

- you have the right to request information about how your personal data is processed, and to request a copy of that personal data.
- you have the right to request that any inaccuracies in your personal data are rectified without delay.
- you have the right to request that your personal data is erased if there is no longer a justification for it to be processed. (Request to delete individual responses will be

considered on a case-by-case basis).

- you have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- you have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

#### [Where to submit a data subject access request \(DSAR\)](#)

If you would like to enact your rights, you can do so by submitting a Data Subject Access Request at:

Correspondence Team  
Government Internal Audit Agency  
10 Victoria Street  
London SW1H 0NB  
[Correspondence@giaa.gov.uk](mailto:Correspondence@giaa.gov.uk)

#### [Complaints](#)

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

#### [Contact details](#)

The data controller for your personal data is HM Treasury. The contact details for the data controller are:

Correspondence Team  
Government Internal Audit Agency  
10 Victoria Street  
London SW1H 0NB  
[Correspondence@giaa.gov.uk](mailto:Correspondence@giaa.gov.uk)

The contact details for the data controller's Data Protection Officer (DPO) are:

[DataSecurityTeam@giaa.gov.uk](mailto:DataSecurityTeam@giaa.gov.uk)