

## **Applications and Employment Privacy Notice**

For the purposes of the Data Protection Act 2018, the ‘controller’ of the personal data which you provide in your application (and in the duration of your employment for successful applicants) is the West Yorkshire Combined Authority (“Combined Authority”, “we”, “us”) of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272) who are the responsible statutory body for the Leeds City Region Enterprise Partnership (“LEP”) and WY Metro. The Combined Authority is registered with the Information Commissioner’s Office with registration number ZA051694.

The Combined Authority is collecting this data and will process it for the purpose of processing your application for employment and for successful applicants, for fulfilling our employer obligations. For employees, further information will be collected and processed in line with the organisation’s HR policies and procedures\*.

*\* This includes, but is not limited to, information which may be collected to inform routine monitoring activities such as line manager access to the flexi management system.*

Information such as access to emails and other electronic communications, login and clocking data may be accessed in order to respond to complaints and conduct disciplinary investigations. Such occasional monitoring will only be carried out where it is considered necessary and proportionate to do so, in consultation with the Data Protection Officer (DPO) and when authorised by the Senior Information Risk Owner (SIRO).

The Combined Authority may invite representatives from external partner organisations to sit on interview panels and assist with the application process. In such instances, we will need to share with them the information you have supplied as part of your application.

For successful applicants and current employees, The Combined Authority will share your information with the following organisations, for the following specified purposes:

- His Majesty’s Revenue & Customs (HMRC) – for tax, national insurance and student-loan repayment (if applicable) purposes
- West Yorkshire Pension Fund (WYPF) – for the delivery of the employee pension scheme
- Prudential and Scottish Widows – for employees who elect to sign-up to additional pension schemes.
- Unison – for employees who elect to join the trade union
- Simply Health & Sovereign Health – for employees who elect to sign-up to private healthcare provision
- District Councils – for employees who elect to have their council tax deducted from their salary.
- Other 3rd party data processors where appropriate to support our statutory functions and employer obligations, including but not limited to HR & payroll systems.

For employees earning more than £50,000, we are required to publish salaries in brackets of £5,000 as part of our obligations under the Local Government Transparency Code 2015.

The Combined Authority will not share your information with any third parties other than those named above save as clearly set out in the organisation's HR policies and procedures.

There may be other circumstances in which we may share or use certain information about you, which are:

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court;
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings;
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

Information relating to unsuccessful applicants will be retained for 6 months and information relating to employees will be retained in line with our corporate retention schedules. This is in accordance with our information retention policy and on the expiration of such period(s) we will safely delete it.

Information provided to The Combined Authority will be processed under Article 6(1)(b) of the GDPR which states that processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

Further information about employees (as outlined above) will be processed under Article 6(1)(f) of the GDPR which states that processing is necessary for the purposes of legitimate interests pursued by the data controller.

Any special category information provided to The Combined Authority during the course of employment will be processed under Article 9(2)(b) of the GPDR which states that processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

We do not require your consent to use such data for these purposes. However, as a data subject you have a number of rights under the DPA. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data. For further information, please visit <https://www.westyorks-ca.gov.uk/contact/>

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner's Office. Information about how to make complaints can be found on the ICO's website at <https://ico.org.uk>

The Combined Authority's Data Protection Officer can be contacted at [rbrookesdpo@westyorks-ca.gov.uk](mailto:rbrookesdpo@westyorks-ca.gov.uk)