



## Strathclyde Partnership for Transport

### Privacy Notice – Employees/Former Employees

#### Who we are/the service

Strathclyde Partnership for Transport (“**SPT**”) is, in terms of the Transport (Scotland) Act 2005, the Regional Transport Partnership (“**RTP**”) for the west of Scotland, covering 12 local council areas and has its main office at 131 St Vincent Street, Glasgow, G2 5JF.

As your employer, SPT collects, retains and uses certain information about you which is your personal data, and sometimes falls within the definition of special category personal data.

It is unlikely that SPT will collect personal data from former employees after they have left our employment, but we will hold the information that was collected before and during, and at the conclusion of the employment relationship.

This Privacy Notice explains how SPT collects and uses your personal data in relation to your employment/former employment.

#### Personal data we hold

- Full name, home address and contact details
- Date of birth
- Gender
- Nationality
- Relationship/marital status
- Proof of your identity and your entitlement to work in the UK
- Photograph
- National insurance number
- Emergency contact details and next of kin
- Employment history, experience, education, skills and qualifications
- Vetting, assessment and candidate information connected with your application(s) for roles with SPT
- References which relate to you
- Your performance at any interviews/assessment centre
- Driving licence details and driving record, including any convictions and endorsements, and driving insurance information, where applicable
- Information and documentation relating to your offer and acceptance of employment with SPT and the termination of your employment with SPT, including any Confidentiality Agreements or Compromise Agreements
- Salary and pension information, including information about your pension contributions, pension entitlement and national insurance contributions
- Tax information
- Bank account details
- Information relating to student loans, Child Care Vouchers, Cycle to Work Scheme and Travel Loans
- Information relating to your shift pattern
- Information relating to your training and development

- Information about your performance, including records relating to disciplinary, capability, absence management and grievance investigations and proceedings and appeals
- Information relating to investigations, complaints, claims, disputes and any other proceedings concerning you
- Information about gifts and hospitality
- Other work/jobs you undertake
- Attendance and time keeping information
- Leave information, including annual, flexi, special, bereavement and unpaid leave
- Information relating to your health and safety at work, e.g. any accidents/injuries/incidents alleged or reported
- Information relating to your use of work equipment, including Digital hardware and devices and PPE
- Information relating to your use of social media

Special category personal data we may hold relates to your:

- Ethnic background and religious belief
- Trade union membership
- Health and well-being, including medication/treatment you are taking/receiving, any conditions you have, disability status, the results of any medical assessment and reports from SPT's occupational health provider/your occupational health information
- Sickness and other absence record, including fit notes, return to work records, Sexuality
- Equalities monitoring information, if provided

We may also hold Information relating to your criminal convictions record and any information provided by Disclosure Scotland where relevant to your post, which is processed similarly to special category data.

### **How we obtain your personal data**

- You provided your personal data when you applied for a post with SPT and during the course of your employment.
- We have received information from external parties, e.g. occupational health records.
- We have created information during the course of your employment.

### **The purpose of processing your personal data**

This data enables SPT to:

- review and audit the recruitment process and it's outcomes
- comply with obligations relating to equalities monitoring
- administer any contract we have entered into with you
- assess and determine your ability to undertake particular tasks as part of your role, e.g. driving vehicles, manual handling, lone working etc.
- liaise with external training providers, to allow appropriate training to be delivered to you
- appropriately track, monitor, record and manage attendance, performance, professional development and progress
- assess and determine the types of leave you qualify for and any allowances payable to you
- manage health, safety and security, and to provide you with appropriate support as required

- provide references relating to you
- pay you, and allow for payroll deductions, including PAYE tax deductions, national insurance contributions, trade union subscriptions, Credit Union, and salary sacrifice schemes such as Child Care Vouchers, Cycle to Work Scheme
- reimburse you for expenses incurred in the course of your employment
- liaise with your pension provider and the trustees/administrators of pension schemes
- liaise with our Group Life Assurance provider
- provide you with any employee related benefits to which you are entitled after the termination of your employment
- undertake appropriate and proportionate investigations if required and to take any appropriate and proportionate action
- deal with legal disputes involving you, or other employees, workers and contractors, including health and safety investigations and claims in respect of loss, injury, damage and accidents at work
- liaise with our occupational health provider, and deliver appropriate support to you
- ensure SPT network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- publicise SPT's activities (e.g. group photos of events, site visits, etc.)

### **The legal basis for using your personal data**

We process your personal data lawfully and fairly in accordance with data protection legislation. Special category data and data related to criminal offences is processed as part of our statutory functions.

Specifically, the following legal bases apply to the processing of the personal and special category personal data you have provided/we have received/we have created:

- Contract
- SPT's Public task
- Legal obligation
- Employment law
- Health and social care
- Vital Interests

### **How we store your personal data/keep it secure**

SPT is committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we collect from you.

Where SPT engages third parties to process personal data on our behalf, they do so on the basis of clear written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of the data.

### **The length of time we keep your personal data**

SPT will retain your data during your employment with us and for 6 years after you leave. Certain pensions information may be kept longer if legally required. Your personal data will be securely destroyed when no longer required by SPT.

## Sharing your personal data

SPT uses Sterling (EMEA) Limited to undertake background checks for certain roles.

Our occupational health provider is People Asset Management (PAM) Group Occupational Health and Wellbeing Services.

SPT engages BTO, Solicitors, for employment law advice.

We may share your personal data with these organisations.

These parties have their own Privacy Notices (see web links below), and we would urge you to review these before submitting personal data.

<https://www.sterlingcheck.co.uk/>

<https://www.pamgroup.co.uk/>

<https://www.bto.co.uk/>

In certain circumstances, we may require to share your personal data as follows:

- (i) with Police Scotland, the fire service, the NHS, the ambulance service and any other regulatory authority/relevant public body if they require this in connection with an incident or emergency
- (ii) with the police, the British Transport Police and any other criminal/regulatory investigation bodies/agencies such as the Crown Office and Procurator Fiscal Service, the Office of the Rail Regulator and the Health and Safety Executive, in relation to specific investigations/prosecutions
- (iii) with Government agencies able to compel disclosure if we receive an appropriate request
- (iv) with Courts and employment tribunals in relevant cases and may be shared with external legal advisers in these cases
- (v) in response to an order from a court/tribunal with competent jurisdiction to make such an order
- (vi) in response to investigations by external regulators such as Audit Scotland, the UK and Scottish Information Commissioners and Scottish Public Services Ombudsman
- (vii) with relevant professional bodies, such as ICAS or RICS, depending upon the nature of your role.
- (viii) with the appropriate qualifications authority, for example the Scottish Qualifications Authority and City and Guilds, for the processing of results and issuing of qualifications.
- (ix) with SPT's insurance provider for the purposes of insurance policies held by SPT.
- (x) with our Group Life Assurance providers
- (xi) SPT is subject to freedom of information ("FOI") legislation and the environmental information legislation ("the EIRs"). We sometimes receive requests for information which cover information about members of staff. Such requests are assessed carefully and we will only release staff information in response to FOI requests, or under the EIRS, if doing so is compatible with our obligations under data protection law.
- (xii) If you are the author of a Partnership/Committee report or named as the contact point in that report, your name, service and work telephone number will be published within the report on SPT's website unless the matter is considered without the press and public present.
- (xiii) with third parties, such as contractors and customers, about you in an employment context where it is necessary and proportionate to do so in order to allow services and goods to be provided to and by SPT.

## Overseas processing

Our HR systems may transfer data within the EEA and appropriate contractual safeguards are in place.

## Your information rights

Your information rights include:

- Your right of access;
- Your right to rectification;
- Your right to erasure, in certain circumstances;
- Your right to restriction of processing, in certain circumstances;
- Your right to data portability, in certain circumstances;
- Your right to object to processing, in certain circumstances; and
- Your right relating to automated decision making.

If you make a request, we have one month to respond to you.

If you wish to exercise any of your information rights, please contact [infogov@spt.co.uk](mailto:infogov@spt.co.uk) or see SPT's Data Protection page (see [www.spt.co.uk/dataprotection](http://www.spt.co.uk/dataprotection)) for more information on how to do this.

## How to contact us

The Data Protection Officer for SPT:

Valerie Davidson  
Assistant Chief Executive  
Strathclyde Partnership for Transport  
131 St Vincent Street  
Glasgow  
G2 5JF

Telephone: 0141 333 3298

E-mail: [info.gov@spt.co.uk](mailto:info.gov@spt.co.uk)

## Complaints to the Information Commissioner

You can complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Web site: <https://ico.org.uk/>

## Changes to this notice

SPT may update this Privacy Notice from time to time and will publish an up to date copy of the Privacy Notice here. This Notice is effective from April 2021.