

Privacy Notice for Mayor's Office for Policing and Crime (MOPAC) Employees and Former Employees

Data Controller: Mayor's Office for Policing and Crime

Data Protection Officer: James Bottomley

MOPAC collects and processes personal data relating to its employees to manage the employment relationship. MOPAC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does MOPAC collect?

MOPAC collects and processes a range of information about you. This includes:

Personal details - your name, title, address and contact details, including email address and telephone number, date of birth and name and contact numbers for your named emergency contacts, including details of your next of kin, marital status and dependents if that information is required.

Financial and tax information – in order to pay you, your bank details, National Insurance Number, HMRC notifications including P45 & companies house certificates, bank details, remuneration and your entitlement to pension and other benefits.

Terms and conditions of employment – including offer letters, contracts, pre-employment checks, details about your nationality, your right to work in the UK and related correspondence. Details of your work pattern, days and hours of work and information about variations to your terms including details of secondments within or outside MOPAC, details of allowance payments and details of flexible working requests.

Equal opportunities monitoring information – including information about your age, ethnic origin, sexual orientation, religion or belief.

Sensitive information – it is optional for you to provide information about your marital status, religion, ethnic origin, sexual orientation and disability.

Absence and leave records – your leave entitlements and details of period of leave taken by you; including holiday, parental, special leave, dependency, volunteering, leave for public duties, sabbaticals and the reasons for the leave. Records of absence management meetings and discussions and details of any monitoring periods or warnings.

Medical information - sickness absence records, including self-certificates, GP notes, number of days absence and reasons, notes of meetings under the sickness absence policy, reasonable adjustments, phased return periods, OH referrals, reports and recommendations and physiotherapy referrals. Sick pay entitlement and correspondence and notifications to payroll. Information including whether or not you have a disability for which the organisation needs to make workplace adjustments.

Disciplinary, Grievance & Capability – details of any disciplinary, grievance or capability procedures in which you have been involved, including any warnings issued to you and related correspondence.

Assessments of your performance - including appraisals, performance reviews and training you have participated in, performance improvement plans and related correspondence.

How does MOPAC collect information about you?

MOPAC collects this information in a variety of ways. For example:

- data is collected during recruitment processes through application forms,
- some data is obtained from your passport or other identity documents such as utility bills or bank statements which you produce or provide when you attend an interview or receive a conditional offer.
- from forms completed by you at the start of, or during, your employment (such as benefit nomination forms);
- from our correspondence with you relating to your employment; or
- through meetings, interviews or other assessments.

Sometimes it is necessary for MOPAC to seek information from third parties, such as when seeking references for employment, advice from medical practitioners, or eligibility for benefits such as pensions. MOPAC will notify you and seek your consent.

Data is stored in your personnel file, in the HR management and recruitment systems, and other official IT systems.

Why does the organisation process personal data?

MOPAC needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits such as pension and access to salary sacrifice schemes.

In some cases, MOPAC needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes). MOPAC processes information about trade union membership to administer TU subscriptions from payroll.

MOPAC processes other special categories of personal data, including age, ethnic origin, sexual orientation, religion or belief, whether you have a disability or not, for purposes of equal opportunities monitoring. Data that MOPAC uses for these purposes is collected with the consent of employees through the recruitment process and again with consent on joining MOPAC.

MOPAC may use aggregated or depersonalised employee data for analysis purposes - for example to ensure that we have an efficient and diverse workforce - or for occupational health purposes. Individuals will not be identified using this information.

All employees have access to their personal sensitive data via the Employee Self Service (ESS) and can update, amend or delete their information at any time. Employees are free to decide whether or not to provide such data.

Legal basis for using your information

Under the General Data Protection Regulation (GDPR), MOPAC is only allowed to use personal information if we have a 'legal basis' to do so. In the case of your employment with the MOPAC, there are a number of these 'legal grounds' we rely on, which are:

- For the 'performance of a contract', for example:
 - to comply with the obligations contained in your contract of employment and MOPAC's HR policies
- Legal obligations, for example:
 - In some circumstances, we are obliged to handle your information in a certain way, for example, to provide salary information to HMRC for tax purposes or to provide information to the National Fraud Initiative, run by the Cabinet Office, every two years
- Where you have given your consent to MOPAC, for example:
 - You have asked us to give a reference to a financial institution regarding an application you have made for a mortgage, personal loan, etc.
- Where it forms part of MOPAC's public functions, for example:
 - The publication of salary information under MOPAC's transparency obligations
 - When passing information to the Information Commissioner's Office, which regulates data protection and freedom of information
 - In your capacity as an official representative of MOPAC in the performance of your role

We also collect or store 'special category personal data', which is defined as the following:

- race and ethnic origin
- politics and religion
- trade union membership
- health (physical or mental)
- sex life or sexual orientation

In addition, UK privacy legislation has added information about criminal allegations, proceedings or convictions to the list of special categories compiled under the GDPR. As before, there are a number of 'legal grounds' we rely on when handling this kind of information, depending on the circumstances, which are:

- Where we have your explicit consent to do so for a particular purpose
- Where it's necessary for carrying out the obligations and exercising specific rights of MOPAC or you in the field of employment and social security and social protection law
- For the establishment, exercise or defence of legal claims
- Where it is necessary for occupational health purposes (including counselling)
- Where it is necessary for the purpose of administering your occupational pension

- Where it's necessary for equality of opportunity or treatment
- Where it's necessary for the prevention and detection of crime or fraud

Who has access to data?

Your personal information will only be accessed and processed by authorised personnel (i.e. line managers, HR professionals, payroll providers, occupational health professionals and pensions administrators) who are involved in the management and administration of your employment and have a legitimate need to access your information – for example, MOPAC Financial Services, GLA Facilities Management, and the GLA Technology Group.

When strictly necessary, MOPAC shares some personal data with third parties to obtain pre-employment references from other employers, obtain employment background checks from third-party providers (for relevant roles). MOPAC may also share your data with third parties in the context of a TUPE Transfer which you will be informed of. In those circumstances, the data will be subject to specific confidentiality arrangements.

The GLA Technology Group (TG)

MOPAC has implemented the use MobileIron which is the GLA's mobile device management system allowing staff to access their MOPAC emails and shared documents on their corporate or personally owned smartphone device. This service application security ring-fences MOPAC's corporate data to ensure that if the device is lost or stolen the data remains confidential.

Although Senior Systems Engineers (SSEs) in TG have full access to the MobileIron's administrative side of MobileIron it does not grant them access to data on any other application installed on a corporate or personal device. The TG Service Desk staff have limited access to devices via MobileIron and are only able to provision new corporate devices and install MobileIron, but not to make changes to the security or policies of the application.

The table below sets out the levels of access that the GLA's MobileIron policies grants to system administrators.

Technology Group system administrator capability	Corporate devices	Personal devices
Able to access app data on the device	No	No
Wipe the entire device	Yes (only SSEs)	Yes (only SSEs)
Locate the device / track location (if location services are turned on by user)	Yes	Yes
Lock / unlock device	Yes	Yes
Remotely install corporate apps on the device	Yes, but requires the device owner to accept or reject the installation	Yes, but requires the device owner to accept or reject the installation
See all apps (corporate and personal) on the device	Yes, but reporting on apps other than corporate apps is turned off	Yes, but reporting on apps other than corporate apps is turned off
Able to see personal emails from personal email accounts e.g. Gmail	No	No

Technology Group system administrator capability	Corporate devices	Personal devices
Able to access work emails and calendar information via MobileIron console	No	No

Third parties who process data on the MOPAC's behalf

MOPAC also has agreements with a number of third party service providers who provide specialist services on our behalf.

Greater London Authority (GLA) HR Shared Service

If you are employed by MOPAC, relevant details about you will be provided to the GLA HR Services who provide HR services to MOPAC. This will include your name, bank details, address, date of birth, National Insurance number and salary information.

Here is a link to their [Privacy Notice](#).

Payroll

If you are employed by MOPAC, relevant details about you will be provided to the payroll provider Shared Services Connected Ltd (SSCL) who process employee payroll on behalf of MOPAC.

Here is a link to their [Privacy Notice](#).

Optima Health

Optima Health provide our Occupational Health service. If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

We will email you the questionnaire which you will then send back to us. The information you provide will be sent to Optima Health who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Health Management.

Here is a link to their [Privacy Notice](#).

Havas People

If you use our online application system, you will provide the requested information to Havas People who provide a recruitment service to us using Engage ATS. Once you click 'apply now' you will be taken to the Engage ATS website and they will hold the information you submit but the MOPAC will have access to it.

Here is a link to their [Privacy Notice](#).

Midland HR

If you accept a final offer from us, some of your personnel records will be held by Midland HR on [iTrent self-service](#) which is an HR records system used by the Greater London Authority.

Here is a link to their [Privacy Notice](#).

Security Vetting

Prior to commencing a role with MOPAC, you will be required to have security clearance. You will complete the security vetting form which is shared with the Metropolitan Police Service (MPS). Once your vetting has been cleared, the result will be shared with MOPAC and forwarded to you.

Here is a link to their [Privacy Notice](#).

My Civil Service Pensions (MyCSP)

Your details will be provided to MyCSP who are the administrators of the Civil Service Pension Scheme, of which MOPAC is a member organisation. You will be auto-enrolled into the pension scheme and details provided to MyCSP will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to MyCSP at this time.

Here is a link to their [Privacy Notice](#).

Transport for London legal team

Provide employment law advice to MOPAC.

Here is a link to their [Privacy Notice](#).

Xexec

Provide and administer benefits to MOPAC employees via the Metropolitan Police Service (MPS).

Here is a link to their [Privacy Notice](#).

Training providers

We work with a range of training providers to deliver corporate, local and individual support and training sessions.

These third parties will process personal information in accordance with the GLA's instructions and make decisions regarding the information as part of the delivery of their services; they are also required to put in place appropriate security measures that ensure an adequate level of protection for personal information.

MOPAC will not transfer your data to countries outside the European Economic Area.

How does MOPAC protect data?

MOPAC takes the security of your data seriously. We have internal policies and technical measures in place to safeguard your personal information.

Access to systems that hold employment related information is restricted to authorised personnel through the use of unique identifiers and passwords. Your information is stored on systems that are protected by secure network architectures and are backed-up on a regular basis for disaster recovery and business continuity purposes; and to avoid the risk of inadvertent erasure or destruction.

For how long does MOPAC keep data?

MOPAC will hold your personal data for the duration of your employment and for ten years after the end of your employment or retirement.

MOPAC keeps your personal data after you have left employment to enable us to;

- Respond to correspondence, concerns or complaints
- Maintain records according to rules that apply to us (for example employment law or financial regulations)
- Establish and defend any legal rights.

Your rights

Under the General Data Protection Regulation (GDPR), you are entitled to ask to see any personal information that we hold about you. You also have a number of other information rights which include:

- The right to question any information we have about you that you think is wrong or incomplete
- The right to object to how we use your information or to ask us to delete or restrict how we use it
- In some cases, the right to receive a copy of your information in a format that you can easily re-use for your own purpose(s)
- The right to complain to our Data Protection Officer

If you would like to exercise any of these rights, please contact MOPAC's Data Protection Officer.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. For example, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith.

You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your contractual or statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable MOPAC to enter a contract of employment with you. If you do not provide other information, this will hinder MOPAC's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Employment decisions are not based on automated decision-making systems.