PRIVACY NOTICE

Employee Benefits and Salary Sacrifices - Cycle2Work Scheme

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected. Halfords are also a Data Controller for the Cycle2Work Scheme, as the Council's contracted Cycle2Work Scheme provider. Information about the Scheme and their Privacy Notice is available on the Halfords website: http://www.halfords.com/cycle2work

Why we are collecting your personal data

When you apply for the Cycle2Work Scheme via the website http://www.halfords.com/cycle2work
personal data will be collected from you, including your:

- name, date of birth, contact details (including email and home address) and payroll number.

This data is being collected to process your application for the Cycle2Work Scheme, verify your identity as an employee, assess your eligibility for the Scheme, and to update your Payroll records with details of your Salary Sacrifice for the Cycle2Work Scheme.

If the requested data is not provided, your Cycle2Work Scheme application will not be processed.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand our basis in data protection law to be Article 6(1)(b) of the United Kingdom General Data Protection Regulation (UK GDPR); because processing your personal data is necessary for the performance of a contract to which you are party (i.e. the 12 month Salary Sacrifice Agreement); it's necessary for us to collect and process this personal data to in order to manage this Salary Sacrifice Agreement.

Personal data we collect from other sources

We will receive personal data about you from Halfords, the Council's Cycle2Work Scheme provider.

Who we share this personal data with

Personal data may be shared with Halfords. We make sure that they process your personal data appropriately through our contractual arrangements with them.

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles, such as to ensure

records are accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule that sets out how long we retain different types of personal data. This is available on our website: http://www.moray.gov.uk/moray_standard/page_92820.html (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/