

Privacy Notice – Equalities Monitoring

Who we are?

We are Tayside Contracts, a commercially based local authority trading organisation providing key front-line services throughout the Tayside area of Scotland. Tayside Contracts' registered office is at 1 Soutar Street, Dundee, DD3 8SS.

We are a 'data controller' under Data Protection Legislation and our ICO registration number is Z7308719.

We are not required to appoint a Data Protection Officer, however the responsible person for data protection within Tayside Contracts is Novella Tringham. Her contact details can be found at the end of this document.

Why do we need your personal information and what do we do with it?

The Equality Act 2010 protects people from discrimination on the basis of nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

The Act imposes various duties to protect people from discrimination including a duty to make reasonable adjustments for disabled people.

A public authority or a body exercising public functions must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Public authorities must publicise equality outcomes and report progress in meeting the outcomes at least every four years. Tayside Contracts is not defined as a Public Authority. However, we are committed to adhering to the principles of the Act.

The information you provide us with will allow us to comply with the same obligations as Public Authorities under the Equality Act 2010. The information you are asked to provide is voluntary – you are under no obligations to provide this information and it will make no difference to your application for employment or the services you receive from us.

Equalities information is used to produce statistical information which allows us to measure our performance and ensure we comply with the Equality Act 2010. This information is always anonymised prior to publishing. Equality information is never used in relation to any operational matter and only the staff responsible for inputting and analysing equality data will have access to this information with the exception of disability information which may be used, at your request, to make reasonable adjustments for you.

How do we collect this information?

We request this information from you at the point you apply for a job with Tayside Contracts. We will also request it again if we don't already have it or ask you to verify it bi-annually through the Personal Data Validation exercise if you become an employee.

Legal basis for processing your information:

We will only process equalities information with your consent. You are under no obligation to provide us with this information and there will be no consequences as a result of not providing the information.

You have the right to withdraw your consent at any time should you wish to. Should this be the case please contact Angie Thompson, Equalities & Communications Manager, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS. [Tel:- 01382 834065](tel:01382834065), Email:- angie.thompson@tayside-contracts.co.uk.

Who do we share your information with?

Tayside Contracts employs an external consultant from NGA Human Resources to carry out our equal pay audit on our behalf. However, the information we provide has key identifiers removed which means they cannot identify any individual from the information they have. We do not share the information with anyone else. The information is used to produce anonymised, statistical information which is published without anyone being identifiable.

How long do we keep your information for?

Tayside Contracts maintains a Retention of HR Records Schedule which details the retention period of different types of information. This can be found at www.tayside-contracts.co.uk or you can request a hard copy from the address above.

Your rights regarding the personal data we hold about you

Accessing your personal information

You have a right to know what personal information we hold about you and to receive a copy of it, subject to some exemptions, by making a 'subject access request'. We try to be as open as we can be in terms of giving people access to their personal information.

To find out more, please read our [Subject Access Request Procedure](#) which provides more information about this process and includes a form for you to complete and send to us, if you would like to make a subject access request.

You have the right to request the correction of incomplete or inaccurate data we hold about you.

You have the right to object to Tayside Contracts using your information where we are relying on a legitimate interest (or those of a third party) and we would have to stop unless we have a sound overriding reason to continue.

Erasure, restriction and portability

In specific circumstances, you have the right to have your personal data deleted, to put limits on what Tayside Contracts may do with it or to receive a copy in machine-readable form to take to another organisation.

There are also specific legal rights relating to automated decision making but Tayside Contracts does not have any such processes.

For more information on your rights under the GDPR see <https://ico.org.uk/for-the-public/>

Complaints or queries about how we process your personal information

If you have any complaints or queries about how we process your personal information you should contact GDPR@tayside-contracts.co.uk or Novella Tringham on 01382 834114.

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you are dissatisfied with our response to a complaint you send us, or have any concerns about our handling of your personal data, you can complain to the Information Commissioner's Office by using the details below:

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

Telephone: 0303 123 1113

Online: <https://ico.org.uk/concerns/handling/>