

TAYSIDE CONTRACTS EQUALITIES MONITORING PRIVACY NOTICE

Your privacy and the protection of your personal information are very important to us and we are committed to compliance with data protection legislation. Our Equalities Monitoring Privacy Notice explains what we do with your personal information, how we protect it and what your rights are.

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.

How to contact us

If you have any questions about our use of your personal information, or wish to exercise your rights which are detailed below, please contact us by post, email or phone:

By post: Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS

By email: GDPR@tayside-contracts.co.uk

By phone: 01382 812721

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

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

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

One of the key measures of the Equality Act 2010 is the Public Sector Equality Duty (PSED). The PSED is a legal requirement placed on public authorities and organisations carrying out public functions to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and those who do not, and
- foster good relations between people who share a protected characteristic and those who do not.

Public authorities must publish a set of equality outcomes every four years and publish a report on progress in meeting these equality outcomes every two 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 obligation to provide this information and it will make no difference to your application for employment.

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 employees 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 that it is correct from time to time.

Why we process your personal information (the legal basis)

We will only process your equalities information with your consent. You are under no obligation to provide us with this information, there will be no consequences as a result of not providing the information and you have the right to withdraw your consent at any time should you wish to.

Who do we share your information with?

Tayside Contracts employs an external consultant from Zellis 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 data for?

Tayside Contracts' [Retention of HR Records Policy](#) details how long we retain the information we hold about you.

Your rights regarding the personal data we hold about you

Data protection legislation gives you certain rights in relation to 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.

You can exercise any of these rights by using the contact information at the top of this document.

For more information on your rights under data protection legislation 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 our Data Protection Lead using one of the methods detailed above.

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/>

Changes to our Equalities Monitoring Privacy Notice

We keep our Equalities Monitoring Privacy Notice under regular review and we will place any updates on this web page. This notice was last updated on 16 April 2024.