

Privacy Notice

Resolving Issues at Work



**North Yorkshire
County Council**

This Privacy Notice is designed to help you understand how and why North Yorkshire County Council processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

In most instances when a grievance is raised then your line manager, or another appropriate manager, will attempt to resolve issues informally.

If a grievance needs to be progressed formally then the County Council will appoint an investigatory officer who will conduct a fact-finding exercise and present their findings to involved parties. This information could be comprised of, but not limited to:

- Witness statements;
- Relevant correspondence (emails to/from your NYCC account);
- Social Media Accounts;
- CCTV;
- IT Audit Trails;
- Investigatory Interview notes;

Why do we collect your personal information?

The County Council collects this data in order to resolve issues in the workplace.

Who do we share this information with?

As well as the investigatory officers, parties to the investigation, and (if appropriate) an appeals panel, the County Council may share this information with individuals within the HR Team, Unison Reps, and any individual that you choose to accompany you.

How long do we keep your information for?

Data held	Retention period
Evidence and investigation outcome	Six years upon closure;

What is our lawful basis for processing your information?

GDPR Article 6(1)(b) The processing of your personal information is necessary for the performance of a contract to which you are party (employment contract).

GDPR Article 9(2)(b) The processing of your special category data is necessary for the carrying out of obligations and exercising specific rights of the controller or of the data subject in the field of employment.

For more information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).