

Shetland Islands Council

Employee Benefits Privacy Statement

Who we are?

Shetland Islands Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its office headquarters is located at 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ, United Kingdom and you can contact our Data Protection Officer by post at this address, by e-mail at: dataprotection@shetland.gov.uk and by telephone on (01595) 744 550.

The Data Protection Officer for Shetland Islands Council is the Executive Manager – Governance and Law.

How we use your information and what do we do with it?

Shetland Islands Council employees can access Employee Benefits via a third party (Sodexo Motivation Solutions UK Limited). In order to access the benefits on offer through the Employee Discounts platform employees log in the site at <https://sic.employeebenefitsplatform.com/login> using their employee number and surname. This information is verified against information provided by Shetland Islands Council to confirm employment status.

It is entirely the choice of each employee whether to set up an account with Employee Benefits and to select whether they are interested in receiving e-mails about deals offered by different providers. These preferences can be updated at any time by logging-in to the Employee Benefits site.

How long your information will be kept for?

Where an employee has logged-on to the portal but has not taken up any products or services their personal information will be retained by the site for as long as they wish this to be the case. Should the employee no longer wish to have an account with Employee Benefits, and they have not accessed any of the benefits offered, they should select the Contact Us section of the portal and ask for their account details to be deleted.

Please see third party providers' privacy notices for details of how long they keep your records. The length of time personal information is retained will depend on preferences selected and if an employee has entered into a contract to access a particular benefit.

Legal basis for using your information:

Whenever Shetland Islands Council processes personal data we need to make sure we have a basis for doing so in data protection law. We understand our basis in data protection law for offering Employee Benefits to our employees to be Article 6(1)(b) of the General Data Protection Regulation (GDPR). This is because the benefits are provided to employees based on employment contracts.

Please see third party providers' privacy notices for details of the legal bases under which they process your personal information.

Your rights under data protection law:

Shetland Islands Council is the Data Controller for your information. You've got legal rights about the way the Council handles and uses your data, which includes the right to ask for a copy of it, and to ask us to stop doing something with your data.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by E-mail at dataprotection@shetland.gov.uk or by Phone on (01595) 744 550.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

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

Phone: 0303 123 1113 (local rate) or 01625 545 745.

Visit their website for more information at- <https://ico.org.uk/concerns>