PN18-166 Managing Grievances – Privacy Notice

**Your Data**

The Council has a range of employee related [policies](http://thezone/AskHR/YourEmployment/your_employment.asp) including Managing Grievances. For those involved in managing, or being managed through this policy, more personal information is generated to investigate and document the grievance and to make appropriate decisions.

Personal information will be contained in the various documents referred to in the policy.

This information will be held by the Investigating Officer investigating your grievance. If a People and Organisation Adviser is assigned to support the Investigating Officer managing the process, they will also have access to the information.

Where there is an appeal with the decision made by the Investigating Officer, the relevant Director will ensure that it is conducted by a different manager to that of the initial hearing and, as such, both the Director and the manager tasked with chairing the appeal hearing will also have access to this information.

Once the process is complete, the Officer conducting the hearing will arrange for any relevant documents to be retained in the appropriate personal file.

How long information generated by the Managing Grievances Policy & Procedures is retained is as follows:

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| **Grievance Documents – Employee does not work with children or vulnerable adults** | **Duration Held for** |
| Any written documents produced as a result of following the Managing Grievances policy and procedure. | 6 years post termination of employment |
| **Grievance Documents – Employee who works with children or vulnerable adults**  | **Duration Held for** |
| Any written documents produced as a result of following the Managing Grievances policy and procedure. | 25 years post termination of employment |

**Your Rights**

All employees have legal rights about the way the Council handles and uses your data, including the right to ask for a copy of it, and to ask us to stop doing something with your data. More information about all of your rights is available on our website at: https://www.aberdeencity.gov.uk/your-data. You also have the right to make a complaint to the Information Commissioner’s Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully. Aberdeen City Council is the Data Controller for this data. If you’ve got any queries about your data, get in touch with the Council’s Data Protection Officer by email: DataProtectionOfficer@aberdeencity.gov.uk

**The Legal Basis for processing your data**

Whenever the 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 to be Article 6(1)(b) of the General Data Protection Regulation (GDPR) because processing your personal information is necessary for us manage our relationship with you, as your employer.

As part of this relationship, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(b) of the GDPR as processing is necessary for carrying out our obligations in the field of employment.