



# Employee Data

## Provision of Employee Information Confidentiality Statement

This information must be treated in line with the Data Protection Act 2008.

This information is to be used solely for the purpose of the Bidding and Tendering process in respect of the following contract; **xxxx** services, and must use their best endeavours to ensure that the Employee information is not used for any other purpose.

Tenderers should only disclose this information to such employees as are strictly necessary for the purposes of the Bidding and Tendering process and should use their best endeavours to ensure that no other Tenderer employee or employees receive access to it.

This information should be used in conjunction with and with reference to the Process Documents for this Service.

This information is from data held as of **xx 2016** and, according to the records available, is correct at the time of issue. It should be noted that, by its nature, Employee information will evolve over time during the remaining term of the contract.

The Council, in line with other public sector organisations, will follow the compulsory HM Treasury note "A Fair Deal For Staff Pensions" and the "Code of Practice on Workforce Matters in Local Authority Service Contracts 2003". The guiding principle is that the new employer offers transferring staff membership of a pension scheme that is "broadly comparable" to the Local Government Pension Scheme (LGPS). This must be assessed by the Government Actuary's Department (GAD). The transferee's pension scheme may already have been certified by GAD or the transferee may have, or seek, admitted body status to the LGPS. It is essential that the issue of pensions is looked at early in the process and time allowed for approvals etc to be granted where required.