



Cornworthy Parish Council

Employee Privacy Policy

Our contact details

Name: Cornworthy Parish Council

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Phone Number:

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Introduction

As an employer the Cornworthy Parish Council must meet its contractual, statutory and administrative obligations. We are committed to ensuring that the personal data of our employees is handled in accordance with the principles set out in the Information Commissioners Office (ICO) 'Guide to Data Protection'.

This privacy notice tells you what to expect when the Council collects personal information about you. It applies to all employees, ex-employees, agency staff, contractors and secondees. However, the information we will process about you will vary depending on your specific role and personal circumstances.

The Council is the controller for this information unless this notice states otherwise. Our data protection officer is the Parish Clerk.

This notice should be read in conjunction with our policies and procedures. When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics, email address and telephone numbers landline and mobile;
- Your date of birth, sex and NI number;

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- Your photograph;
- A copy of your passport or similar photographic identification and proof of address documents;
- Your electronic signature to sign off documents;
- Marital status;
- Your next of kin, emergency contacts and their contact information;
- Employment and education history including your qualifications, job application, employment references, right to work information and details of any criminal convictions that you declare;
- Location of employment;
- Details of any secondary employment, political declarations, conflict of interest declarations or gift declarations;
- Security clearance details including basic checks and higher security clearance details according to your job;
- Any content featuring you produced for use on our website or social media such as videos, authored articles, blog posts and speech transcripts.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable the Council to carry out the contract we have with you, provide you access to business services required for your role and manage our human resources processes.

We use the information that you have given us in order to pay your salary, pension and other employment related benefits. We process it for the administration of statutory and contractual leave entitlements such as maternity paternity or holiday leave:

We may share this information with HMRC.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Chair.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep all of your personal information while you are employed by the Council and for 6 years thereafter. We will then dispose your information by deleting all electronic records for any Council laptop and by destroying by shredding any paper files.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Chair if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Chair.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>