

# HAUGHLEY PARISH COUNCIL

## PRIVACY NOTICE

### For Staff, Councillors and Role Holders

#### 1. Definitions

- 1.1 **Haughley Parish Council** is the data controller for your data
- 1.2 **Staff** means employees on a temporary or permanent basis
- 1.3 **Role Holders** includes volunteers and contractors

#### 2. The Council's Right to Process Information

- 2.1 See GDPR Article 6 (1a, b, c, d, e) (Data Protection Act 2018)
- 2.2 Processing is with consent of the data subject, in a transparent and lawful manner, is necessary for compliance with a legal obligation, and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

#### 3. What is personal data?

Personal data is any information about a living individual which allows them to be identified from that data i.e. name, photograph and address or email address

#### 4. What data we process

- 4.1 Name, contact details including address, telephone number and email address
- 4.2 Recruitment information including curriculum vitae
- 4.3 Employment information including contract of employment
- 4.4 4.4 Other non-financial information i.e. driving license number
- 4.5 Next of kin and emergency contact details

#### 5. Why we process the data

- 5.1 To make decisions about your recruitment or appointment i.e. eligibility and suitability to work
  - 5.2 Complying with Health and Safety regulations
  - 5.3 Equal opportunities monitoring
- We do not need your consent if we use your personal data in accordance with our rights and obligations under the employment and social security law

#### 6. Sharing your personal information

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controller's tasks or where you give us your prior consent

#### 7. Information Security

- 7.1 Haughley Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.
- 7.2 We will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be destroyed securely.

## **8. Your Rights**

### **8.1 Access to Information**

- (a) You have the right to request access to the personal data we hold on you.
- (b) You can do this by contacting our Clerk.

### **8.2 Information Correction**

If you believe that the personal data, we hold about you is incorrect or incomplete, it is your responsibility to inform us and your data will be updated.

### **8.3 Information Deletion**

- (a) You can request for the Council to erase the personal data held about you.
- (b) The Council will confirm that the personal data has been deleted or the reason why it cannot be deleted (to comply with a legal obligation).

### **8.4 Right to Object**

- (a) You have the right to request that we stop processing your personal data or ask us to restrict processing.
- (b) Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **8.5 Right to Withdraw Consent**

You have the right to withdraw your consent to the processing of personal data at any time.

### **8.6 Right to Complaint**

You can contact the Information Commissioner's Office (ICO) at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **9. Contact Details**

Please contact the Parish Council if you have any questions regarding this privacy notice to the personal data we hold about you.

The Clerk, Haughley Parish Council Email: [clerk@haughleypc.co.uk](mailto:clerk@haughleypc.co.uk)