

**Stoneleigh and Ashow Parish Council Privacy Notice
For staff and Councillors**

This sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. Information could include:

- Name
- Address
- Email address
- Date of birth
- Telephone number
- Images
- Academic / professional qualifications
- Employment details
- Hobbies
- Family composition and dependants

The data controller for your personal data is Stoneleigh Ashow Parish Council.

The Council will comply with the General Data Protection Regulation 2018 which requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

The Council works together with:

- Other data controllers such as local authorities, public authorities, HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS Service employers
- Payroll service providers

We may need to share the personal data we hold with them so they can carry out their responsibilities to the Council and our community.

How do we use your information?

We use your personal information in the following ways

- To make a decision about your recruitment or appointment
- Checking you are legally entitled to work in the UK
- Paying you, and deducting tax and NI contributions
- Liaising with your pension provider
- Conducting performance reviews
- Making decisions about salary reviews
- Conducting grievance or disciplinary hearings
- Training and development requirements
- Dealing with disputes involving you
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety regulations
- To prevent fraud
- To undertake activity consistent with the Council's statutory functions and powers

- To maintain your own accounts and records
- To seek your views or comments
- To administer councillor's interests
- To provide a reference

Special category data

Special category data is more sensitive, and so needs more protection. For example, information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

We may process special category data in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out legal obligations
- Where it is needed in the public interest such as equal opportunities monitoring
- Where it is need to assess your working capacity on health grounds

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may ask you for your explicit written consent to allow us to process certain data.
- It is not a condition of your contract with us that you agree to any request of consent from us.

Who might we share the information with?

- Our suppliers and contractors, for example payroll service providers
- Other organisations in the local community
- Other data controllers such as local authorities, public authorities, HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS Service employers

How long do we keep data?

Please see the Parish Council Data Retention Policy, on the Parish Council website.

We will keep some records permanently if required to do so. In general, we will endeavour to keep data only for as long as we need it. It will be deleted when it is no longer needed.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.