

SOUTHOE & MIDLOE PARISH COUNCIL

Privacy Notice

(for staff, councillors and role holders)

GDPR General Data Protection Regulations

1 These regulations came into force on 25 May 2018.

2 This Privacy Notice is provided to you by Southoe & Midloe Parish Council, which is the data controller for your data.

Processing your personal data

3 The council will process some or all of your personal data where necessary to perform its tasks:

- About your recruitment or appointment
- Contract terms
- Checking you are legally entitled to work in the UK
- Paying you, and for employees; deducting tax and National Insurance contributions
- Liaising with your pension provider
- Management and planning, including accounting and auditing
- Performance Reviews
- Salary Reviews
- Assessing qualifications
- Grievance or disciplinary proceedings
- Education, training and developments
- Legal disputes, including accidents at work
- Managing sickness absence, fitness to work
- Complying with health and safety obligations
- Fraud prevention
- Network and Information security
- Undertake activity consistent with our functions, powers and delegated functions
- Maintain our own accounts and records
- Seek your views or comments
- Process a job application
- Administer councillors' interests
- Provide a reference
- CCTV systems for monitoring purposes

4 We may contact you by; email, telephone, letter or through social media.

Protecting your personal data

5 Your data will be stored on password protected; computer based or cloud-based systems.

6 Your data may also be stored in hard copy form, under lock and key, and only available to the data controller.

The council works together with:

- 7
- Other data controllers; local authorities, public authorities, central government and agencies such as HMRC and DVLA
 - Staff pension providers
 - Former and prospective employers
 - DBS services suppliers
 - Payroll services providers
 - Recruitment Agencies

8 We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. These organisations may be joint data controllers". This means we are all responsible to you for how we process your data where two or more data controllers are working together for a joint purpose. If there is no joint purpose, then the data controllers will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- 9 Used lawfully, fairly and in a transparent way.
- 10 Collected only for valid purposes.
- 11 Relevant to those purposes.
- 12 Accurate and kept up to date.
- 13 Kept only as long as necessary.
- 14 Kept and destroyed securely to protect personal data from loss, misuse, unauthorised access and disclosure.

Your rights and your personal data

- 15
 - 1) The right to access personal data we hold on you
 - 2) The right to correct and update the personal data we hold on you
 - 3) The right to have your personal data erased
 - 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - 5) The right to data portability (transfer to another controller)
 - 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - 7) The right to lodge a complaint to the Information Commissioner's Office
0303 123 1113 email: <https://ico.org.uk/global/contact-us/email/>
Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Changes to this notice

- 16 We keep this Privacy Notice under regular review and we will place any updates on <http://southoe-midloe.btck.co.uk/>
This notice was last updated 25 May 2018.

Contact Details

- 17 Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:
The Data Controller
Southoe & Midloe Parish Council
24 Manchester Road
Brampton
Huntingdon
PE28 4QF
01480 535265
southoe_pc@yahoo.co.uk
<http://southoe-midloe.btck.co.uk/>