



Privacy Notices – Staff

Adopted 4 February 2019

Who we are

We are Wivelsfield Parish Council (the Council). For the purposes of Data Protection legislation, the Council is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Council is:

Parish Council Office, The Cock Inn, North Common Road, Wivelsfield Green, RH17 7RH.

The Data Protection Officer for the Council is Maureen Chaffe. She can be contacted via email at processmatters2@gmail.com.

In this policy 'we' and 'us' means the Organisation.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, the Organisation. This is for employment purposes to assist in the running of the Council and / or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which the Council is subject, for example our legal duty to safeguard pupils
- The processing is necessary for the performance of our function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Council to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We may disclose details necessary for the performance of your employment contract to our HR provider for the purposes of HR management and management of any disciplinary process.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of our function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: xxx

More information about your rights is available in our [data protection policy](#).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.