

Williton Parish Council

Employee and Councillor Privacy Notice

Introduction

1. Scope of privacy notice

Williton Parish Council holds and processes information relating to employees and councillors. This privacy notice explains the type of information we collect, why we ask for it and how we use it. It also explains your rights in relation to your personal information and how to contact us.

In the supplementary information, we explain what we mean by “personal information”, “processing” and other terms used in this notice.

2. Personal information – what do we collect and why?

The personal information we collect about you will depend on the nature of the role you carry out for us and your personal circumstances. The list below sets out examples of the types of information which, depending on your role, we may collect about you and why we collect it:

Type of information and reasons for collecting it	Example
Information to ensure we can contact you at home or in an emergency. We collect this to meet our legal obligations.	Your name, email, address and phone number, emergency contact information and information on your next of kin.
Information to assess your suitability to carry out your role. We collect this information in order to enter into a contact with you and to meet our legal obligations.	Information concerning your application and our assessment of it, your references, and any checks we may make to verify information provided. Details of your qualifications, skills, experience, employment history. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to working arrangements.
Information to enable us to pay you. We collect this information in order to meet our contractual obligations to you, to meet our legal obligations and in accordance with our legitimate interest to administer the business of the Parish Council.	Information on your bank account, pension contributions and on tax and national insurance. Information on attendance, holiday and other leave and sickness absence.

Information about your terms of employment so that we can administer your contract. We collect this information in order to meet our contractual obligations to you, to meet our legal obligations and in accordance with our legitimate interest to administer the business of the Parish Council.	Information on your terms of employment from time to time including your pay and benefits, such as your participation in pension arrangements. Information connected with anything that may affect your continuing employment or the terms on which you work including any proposal to promote you, to change your pay or benefits, to change your working arrangements or to end your employment. Information about your work for us and on your performance provided in references.
Information supporting and managing your work and performance and any health concerns. We collect this information in order to meet our contractual obligations to you, to meet our legal obligations and in accordance with our legitimate interest to administer the business of the Parish Council.	Information connected with your work, anything you do at work and your performance including records of documents, IMs and emails created by or relating to you and information on your use of our systems including computers, laptops or other device. Management information regarding you including notes of meetings and appraisal records. Information concerning disciplinary allegations, investigations and processes and relating to grievances in which you are or may be directly or indirectly involved. Information concerning your health, including self-certification forms, fit notes and medical and occupational health reports. Any information relevant or potentially relevant to a dispute or legal proceeding affecting us. Information relating to relations with others. This may include a picture of you for internal or external use.
Specifically, for Councillors: Application Forms, Register of Interests, Contact information and photograph for publication on Website and Noticeboard To comply with legislation and transparency	Upon successfully becoming a Parish Councillor, a Register of Interest form must be supplied to the Monitoring Officer and The District Council and published on their website.

3. Where the information comes from and who gets to see it

When you start employment with us, or become a councillor, the initial information about you that we process is likely to come from you.

In the course of employment, you may be required to provide us with information for other purposes such as sick pay (and SSP) and family rights (e.g. maternity and paternity leave and pay). If you do not provide information that you are required by statute or contract to give us, you may lose benefits, or we may decide not to employ you or to end your contract.

In the course of your work, as an employee or councillor, we may receive personal information relating to you from others. Internally, personal information may be derived from colleagues or councillors; externally, it may be derived from parishioners or those with whom you communicate by email or other systems.

Who see your information	Why?
Third parties where it is necessary to do in order to fulfil our contract with you, or in our legitimate interests to do so in for employment, administrative and management purposes.	We use third parties to process data on our behalf such as our bank and organisations that host our IT systems and data.
Regulatory and government bodies where we are required to do so by law.	We may disclose your information to government agencies such as other councils, HMRC and law enforcement bodies to comply with our legal obligations.
Anyone you ask us to, and we have your consent.	We may share your information at your request, for example by providing a reference to a prospective employer.

4. How long do we keep your personal information?

Please see a copy of our Record Retention Policy on the Parish Council website www.willitonpc.org.uk or request a copy from the office.

5. Transfers of personal information outside the EEA

We operate primarily in the UK. However sometimes, in connection with our business and for employment, administrative, management and legal purposes, the information that we hold about you may be viewed from, transferred to, or stored, outside the EEA.

We will ensure that the transfer is lawful and that there are appropriate safeguards in place.

6. Your rights

You have the right to ask for a copy of the information that we hold about you in the form of a “subject access request”.

In some circumstances you can ask us to stop using your information and/or delete your information. If we cannot comply with your request, for example because we need to retain the information for legal reasons, we will explain why.

You may also have a legal right to have your personal information rectified or erased, to object to its processing, to have its processing restricted.

If you have provided us with data about yourself (for example your address or bank details), in certain circumstances you have the right to be given the data in machine readable format for transmitting to a third party.

7. Contact details

If you have any questions or concerns about our use of your information or would like to exercise your rights, please contact the Parish Clerk - clerk@willitonpc.org.uk.

8. Complaints

If you are unhappy with any aspect of the use of your information, you have the right to complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>.

9. Status of this notice.

This notice does not form part of your contract of employment and does not create contractual rights or obligations.

Supplementary information

Personal information is information relating to you (or from which you may be identified) including information which may be protected under the privacy or data protection laws of the country in which you are employed.

Personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection.

Processing means doing anything with the personal information. For example, it includes collecting it, holding it, disclosing it and deleting it.

Reviewed and re-adopted by Williton Parish Council on 5th August 2024

Signed (Chairman)