

## **Parish Clerk/Responsible Finance Officer (RFO) and Parish Councillor's Privacy Notice**

**Data Controller:** Findon Parish Council

**Data Protection Officer:** Maureen Chaffe – [Processmatters2@gmail.com](mailto:Processmatters2@gmail.com) /07593 662123

The organisation collects and processes personal data relating its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the organisation collect?**

The Parish Council collects and processes a range of information about you.

In respect of the Parish Clerk/RFO this may include:

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of bank account and national insurance number;
- information about marital status, next of kin, dependants and emergency contacts;
- information about nationality and entitlement to work in the UK;
- details of schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued and related correspondence;
- assessments of performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence; and
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments

In respect of Parish Councillors this may include:

- name, address and contact details, including email address and telephone number, date of birth and gender; and
- information required for the Register of Interests

Findon Parish Council collects this information in a variety of ways. For example, data might be collected through expression of interest forms, application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment/tenure as a councillor (such as benefit nomination, Register of Interest forms, or bank signatory forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including in your personnel file, register of councillors and in other IT systems for example the organisation's email system.

### **Why does Findon Parish Council process personal data?**

The Council needs to process data to enter into an employment contract with the Parish Clerk/RFO and to meet its obligations under his/her employment contract. For example, it needs to process data to provide the Parish Clerk/RFO with an employment contract, to pay him/her in accordance with the employment contract and to administer benefit, pension and/or insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check the Parish Clerk/RFO's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable him/her to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

### **Who has access to data?**

Your information may be shared internally with fellow Parish Councillors and the Parish Clerk/RFO.

The Council shares data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers. In such circumstances the data will be subject to confidentiality arrangements.

The organisation also shares your data with third parties that process data on its behalf: JNR Computer Services, Processmatters2 (Web site, emails); HMRC (salary, tax); West Sussex County Council (pensions, democratic services); Arun District Council (democratic services); National Assoc of Local Councils (member name, address and contact details) Sussex Assoc of Local Councils (member name, address and contact details).

The organisation will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The Council takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those authorised to do so in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your employment or tenure as a Parish Councillor. The periods for which your data is held after the end of employment or tenure as a Parish Councillor will comply with current legislation/best practice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email [GDPR@findonparishcouncil.gov.uk](mailto:GDPR@findonparishcouncil.gov.uk).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You have some obligations under your employment contract or Parish Council Code of Conduct and Standing Orders to provide the organisation with data. In particular, the Parish Clerk/RFO is required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data

in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you or for you to act as a Parish Councillor. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship or parish council efficiently.

### **Automated decision-making**

Automated decision making plays no part in decisions relating to the Parish Clerk or Parish Councillors.