



Data Protection Privacy Notice Policy For Staff, Councillors and Role Holders

1. Who we are

Milton Malsor Parish Council is the **data controller** responsible for processing your personal data.

This notice explains how we collect, use and protect personal information relating to:

- Employees and workers
- Councillors
- Volunteers
- Contractors and agents
- Job applicants and candidates
- Former staff and councillors

For data protection purposes the council processes personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. What personal data we collect

Depending on your role with the council, we may collect and process the following types of personal data:

Identity and contact information

- Name, title and photographs
- Address, email address and telephone numbers

Employment and role information

- Start and end dates
- Job title, role details and workplace location
- Recruitment information including CVs, references and right-to-work documents
- Performance, training and development records
- Disciplinary and grievance records

Financial and payroll information

- Bank account details
- National Insurance number
- Salary, tax and pension information
- Expenses and payments

Identification numbers

- Passport or driving licence numbers
- Tax reference codes and staff ID numbers

Operational information

- IT usage records and system access logs
- CCTV recordings where in operation
- Visitor logs and accident or incident records

Emergency contact information

- Next of kin or emergency contact details.

3. Special category data

In limited circumstances we may process **special category personal data**, such as:

- Health information (for sickness absence or workplace adjustments)
- Equality monitoring information (such as ethnicity or religion).

We process this information only where the law allows it, for example to meet our legal obligations as an employer or for reasons of substantial public interest.

4. Information about criminal convictions

Where a role requires it, we may carry out criminal record checks through the **Disclosure and Barring Service (DBS)** and process relevant information where legally permitted.

5. How we use your personal data

We use personal data for purposes including:

- Recruitment and appointment decisions
- Managing employment or working relationships
- Payroll, pensions and expenses administration
- Training, performance management and development
- Managing absence and workplace health and safety
- Handling complaints, grievances or disciplinary matters
- Meeting our legal and regulatory obligations
- Preventing fraud and ensuring network security
- Carrying out the statutory functions of the parish council
- Maintaining council records and accounts
- Providing references.

6. Legal basis for processing

Under the **UK GDPR**, we rely on one or more of the following lawful bases:

- **Public task** – processing necessary for the council to perform its official functions.
- **Legal obligation** – to comply with employment, tax and other legal duties.
- **Contract** – to fulfil employment or service contracts.
- **Legitimate interests** – where processing is necessary for administrative purposes and does not override your rights.
- **Consent** – where required for specific uses of data.

7. Sharing your personal data

We may share personal data with organisations where necessary, including:

- Local authorities and other public bodies
- HM Revenue & Customs (HMRC)
- Pension providers
- Payroll and HR service providers
- Recruitment agencies
- Professional advisers
- IT and system providers
- Disclosure and Barring Service (DBS).

We only share information where there is a lawful reason to do so.

8. International data transfers

Where personal data is transferred outside the UK, the council will ensure appropriate safeguards are in place in accordance with the **UK GDPR**, such as adequacy regulations or approved contractual safeguards.

9. How long we keep your data

The council keeps personal data only for as long as necessary for the purposes for which it was collected.

Retention periods are determined in accordance with the council's **records retention policy**, legal requirements and recommended local government retention schedules.

10. Your data protection rights

Under the **UK GDPR**, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of data in certain circumstances
- Restrict or object to certain types of processing
- Request transfer of your data to another organisation where applicable

- Withdraw consent where processing relies on consent
- Lodge a complaint with the Information Commissioner.

Requests should normally be responded to within **one month**.

11. Complaints

If you are unhappy with how your personal data is handled, you may contact the **Information Commissioner's Office**, the UK's data protection regulator.

12. Contact details

For any questions about this privacy notice or your personal data, please contact:
Milton Malsor Parish Council

Email: clerk@miltonmalsorparishcouncil.gov.uk

Data protection enquiries can also be directed to the council clerk or the council's data protection lead.

13. Changes to this notice

This privacy notice will be reviewed regularly and updated when necessary. The latest version will always be available on the council's website.

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: March 2028