

POULSHOT PARISH COUNCIL

Privacy Notice for Staff, Councillors and Role Holders

Introduction

Poulshot Parish Council is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect the personal information of:

- Employees
- Workers and agency staff
- Councillors
- Volunteers
- Contractors and consultants
- Committee members and other role holders
- Job applicants
- Former employees, councillors and role holders

This notice is provided in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who is responsible for your information?

Poulshot Parish Council is the **Data Controller** for the personal information we process.

Contact

Poulshot Parish Council

Email: parishcouncilclerk@poulshot.org

What is personal data?

Personal data means any information that identifies, or could identify, a living person.

Examples include:

- Name
- Postal address
- Email address
- Telephone number

POULSHOT PARISH COUNCIL

- Date of birth
 - National Insurance number
 - Photographs
 - Financial information
 - Employment records
-

What information do we collect?

Depending on your role, we may collect:

Personal details

- Name
- Title
- Address
- Email address
- Telephone number
- Date of birth
- Photograph (where appropriate)

Employment information

- Job title
- Employment history
- Qualifications
- Training records
- Performance reviews
- Attendance records
- Disciplinary and grievance information
- Right to work documentation
- References

Financial information

- Bank account details
- National Insurance number

POULSHOT PARISH COUNCIL

- Payroll information
- Pension information
- Expenses
- Tax information

Emergency information

- Next of kin
- Emergency contact details

Recruitment information

- CVs
- Application forms
- Interview notes
- References
- Right to work checks
- DBS information where legally required

IT and security information

Where appropriate we may collect information such as:

- CCTV images
- Building access records
- Council device usage
- Council email usage
- Website logs
- IP addresses

Why do we process your information?

We use your information to:

- Recruit staff and appoint councillors or role holders
- Manage employment or contractual relationships
- Pay salaries and expenses
- Administer pensions

POULSHOT PARISH COUNCIL

- Meet our legal obligations
- Manage training and development
- Conduct performance reviews
- Deal with disciplinary or grievance matters
- Ensure health and safety
- Prevent fraud
- Protect Council property and systems
- Maintain financial records
- Respond to legal claims
- Provide employment references
- Support the Council's statutory duties and public functions

Where CCTV is in operation, footage may also be used for security, crime prevention and health and safety purposes.

Our lawful basis for processing

We only process personal information where the law allows us to do so.

The lawful bases we rely on include:

- Performance of a contract
- Compliance with a legal obligation
- Carrying out a task in the public interest or exercising official authority
- Legitimate interests where these are not overridden by your rights
- Consent, where required by law

Special category data

Some personal information receives additional legal protection.

This may include information about:

- Physical or mental health
- Racial or ethnic origin
- Religious beliefs

POULSHOT PARISH COUNCIL

- Trade union membership
- Disability information

We only process this information where the law permits us to do so, including where:

- It is necessary for employment law purposes
 - It is necessary for health and safety
 - It is in the substantial public interest
 - You have given explicit consent where required
-

Criminal convictions

Where appropriate for certain roles, we may process information relating to criminal convictions or DBS checks where permitted by law.

This information will only be collected where necessary and handled securely.

Who do we share your information with?

We only share personal information where necessary and lawful.

This may include:

- Wiltshire Council
- HM Revenue & Customs (HMRC)
- The Department for Work and Pensions
- Pension providers
- Payroll providers
- Recruitment agencies
- DBS checking services
- Professional advisers
- External auditors
- Insurance providers
- IT service providers
- Government departments and regulators where required by law

All organisations processing information on our behalf are required to keep it secure and only use it for authorised purposes.

How long do we keep your information?

We only retain personal information for as long as necessary.

Retention periods are based on:

- Legal requirements
- Financial regulations
- Employment law
- Council business needs
- Limitation periods for legal claims

Records are securely destroyed when no longer required.

Keeping your information accurate

Please inform the Council promptly if your personal details change so we can keep our records accurate and up to date.

Your rights

Under UK GDPR you have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request erasure of information in certain circumstances
- Request restriction of processing
- Object to processing where applicable
- Request transfer of your data (data portability) where applicable
- Withdraw consent where processing relies on consent
- Complain to the Information Commissioner's Office (ICO)

We may ask for proof of identity before responding to your request.

Information security

POULSHOT PARISH COUNCIL

We take appropriate technical and organisational measures to protect personal information against:

- Loss
- Misuse
- Unauthorised access
- Unauthorised disclosure
- Alteration
- Destruction

Access to personal information is limited to those who need it to carry out their duties.

Changes to this Privacy Notice

We review this Privacy Notice regularly and may update it from time to time.

The latest version will always be available on the Council's website.

Contact us

If you have any questions about this Privacy Notice, wish to exercise your data protection rights, or would like more information, please contact:

Data Controller

Poulshot Parish Council

Email: parishcouncilclerk@poulshot.org

Information Commissioner's Office

If you remain dissatisfied with how we have handled your personal information, you have the right to complain to the Information Commissioner.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

POULSHOT PARISH COUNCIL

SK9 5AF

Telephone: **0303 123 1113**

Last updated: 28th July 2026