

# HAWKHURST PARISH COUNCIL

## Employee Privacy Notice

Hawkhurst Parish Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

### **Information Held About you**

As part of your employment it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, telephone number, email address and other contact information that allows us to meet our organisational and statutory obligations as your Employer;
- Date of birth;
- Details of Next of Kin;
- Bank details;
- Right to work documentation and other security screening information;
- Offences (Rehabilitation of Offenders);
- Medical information;
- Equal Opportunity information.

### **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Hawkhurst Parish Council and any relevant external contractor who supplies payroll services to the Parish Council.

### **How will we use the information we hold about you?**

We will collect information about you (where applicable) to:

- To comply with our legal obligations (salary payments, HMRC, pensions);
- To ensure that the information we hold about you is kept up to date;
- To deal with any Employee/Employer related disputes that may arise;
- Provide human resources support.

### **What is the legal basis for us to process your data?**

The legal basis for processing the data is:

- carrying out of a contract to which you are a party
- our legal obligation under employment legislation

### **Who we will share your information with**

We may share your information with partner organisations, including:

- The Payroll services Bureau at Beechcroft Accountancy Services;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;

- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

### **How Long do we Keep your Records?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

### **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Hawkhurst Parish Council, Office at The Moor, Hawkhurst, Kent TN18 4NT.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

### **Further information**

If you have any questions or concerns about how your information is used, please Hawkhurst Parish Council, Office at The Moor, Hawkhurst, Kent TN18 4NT and The Clerk or The Chairman in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>