

Carlton Scroop and Normanton on Cliffe Parish Council:

Staff Privacy Notice

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Proposed and Seconded by councilors: Proposed by Councillor England, seconded by Councillor Thomas

Chair of the Council: Alan Thomas

Clerk / Responsible Financial Officer: Florence Hill

Staff Privacy notice

1. Introduction

Carlton Scroop and Normanton on Cliffe Parish Council (“the Council”) is committed to protecting the personal data of its staff, including employees, the Clerk, and volunteers performing official duties.

This Privacy Notice explains:

- What personal data we collect
- How we use it
- How we protect it
- Your rights regarding your data

It should be read alongside the Council’s IT Policy, Data Breach Procedure, and General Privacy Notice.

2. Data Controller

The Council is the data controller for staff personal data.

Clerk to the Council: clerk@carltonscroopnormanton-pc.gov.uk

3. Personal Data We Collect

We collect personal data necessary to manage employment, contracts, and Council operations, including:

- Name, address, contact details
- National Insurance number and payroll information
- Bank account details for salary payments
- Emergency contact information
- Employment records, performance reviews, training records
- CCTV or IT usage monitoring (where applicable)

Sensitive personal data (special category data) may include:

- Health information
- Disability or absence records
- Criminal convictions (where legally required)

4. How We Use Your Data

We process staff data for purposes including:

- Payroll, tax, and statutory reporting
- Employment management and contractual obligations
- Health and safety, sickness management, and insurance
- Training and development
- IT and system access management
- Compliance with legal obligations (e.g., HMRC, pension schemes)

Lawful bases for processing include:

- Legal obligation
- Performance of a contract
- Vital interests (in emergencies)
- Legitimate interests (ensuring smooth Council operations)

5. How We Store and Protect Your Data

All staff personal data is stored securely, in line with GDPR principles:

- Electronic records: Stored on secure, password-protected Google Drive, accessible only to the Clerk and Chair.
- Email correspondence: Stored on the Council email system, password-protected and accessed only by the Clerk and Chair.

- Paper records: Stored securely in locked cabinets.
- Access: Limited to authorised personnel only.

We implement appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse.

6. Data Sharing

Your personal data will not be shared externally except when:

- Required by law (e.g., HMRC, pensions, audit requirements)
- Necessary to protect your health and safety
- Shared with service providers under contract who process data on behalf of the Council

All third parties processing data on our behalf are GDPR-compliant.

7. Retention of Data

Staff data is retained only as long as necessary for:

- Employment purposes
- Legal obligations
- Compliance with audit and statutory requirements

Retention periods are in line with the Council's Data Retention Schedule.

8. Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion or restriction of processing (where applicable)
- Object to processing (in certain circumstances)
- Withdraw consent (where processing is based on consent)

Requests should be made in writing to the Clerk.

9. Data Breaches

In the event of a suspected breach of your personal data:

- The Council's Data Breach Procedure will be followed
- You will be notified promptly if the breach affects your data and poses a risk to your rights

10. Automated Decision-Making

The Council does not use automated decision-making or profiling that significantly affects staff.

11. Contact Information

For any queries regarding your personal data or this notice, please contact:

Clerk to Carlton Scroop and Normanton Parish Council: clerk@carltonscroopnormanton-pc.gov.uk

For concerns about data protection compliance, you may also contact the:

Information Commissioner's Office