

HELPRINGHAM PARISH COUNCIL

General Privacy Notice for Staff

Adopted: 19/8/26
Minute ref: 76/27
Review: July 2027

PRIVACY NOTICE

For staff*, councillors and Role Holders**

**“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis.*

***Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.*

Your personal data – what is it?

“**Personal data**” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). Personal data is processed by the Council under **UK GDPR** and the **Data Protection Act 2018**.

Who are we?

This Privacy Notice is provided to you by Helpringham Parish Council (HPC) which is the **data controller** for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Payroll services providers
- Other processors who support council functions.

Where we jointly determine processes, we act as joint controllers. Otherwise, each organisation acts independently.

The Council will comply with data protection law.

HPC will ensure that personal data is:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid, clearly explained purposes;
- Relevant to the declared purposes and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the required purposes.
- Kept and destroyed securely to protect your personal data from loss, misuse, unauthorised access and disclosure.
- We also ensure appropriated technical and organisational measures, including secure systems, controlled access and data minimisation.

What data do we process

- Names, titles, and aliases, photographs.
- Start date / leaving date.
- Contact details including location of employment/workplace.
- Next of kin and emergency contact information
- Employment history and qualifications including date of birth, marital status, hobbies, family and dependants.
- Identification numbers e.g. passport number, NI number, tax codes, staff ID, driving licence number, vehicle registration number.

- Financial information e.g. NI number, pay records, tax and benefits contributions, pension.
- Financial identifiers e.g. bank account numbers, payment card details, transaction identifiers, policy numbers and claim numbers.
- Operational personal data e.g. CCTV footage, recorded telephone conversations, visitor logs, logs of accidents, injuries and insurance claims.
- Recruitment information.
- HR, performance, disciplinary and grievance records.
- Health information where legally required.
- Information relating to conduct, safeguarding or legal claims.
- Use of Council IT systems for security and audit purposes.

Why we use your personal data to:

- Recruit, appoint and manage staff and councillors.
- Check right to work.
- Pay salaries, expenses and benefits.
- Administer HR, payroll and pensions.
- Manage performance, training and development.
- Ensure health, safety and security.
- Handle grievances, disciplinary matters and legal claims.
- Maintain statutory records.
- Carry out the Council's official functions as a public authority.

Legal basis for processing

HPC processes your data because:

- It is necessary for your employment or engagement.
- We must comply with legal obligations.
- It is necessary for our official functions as a public authority.

We may also use your personal data:

- To protect your, or someone else's, interests.
- For legal claims.
- Where it is needed in the public interest [or for official purposes].

Special categories of data under UK GDPR:

These categories require higher levels of protection and further justification is required for collecting, storing and using such data. HPC may process special categories of personal data in the following circumstances:

- Health information.
- Equality monitoring data.
- Information required for legal claims for safeguarding.
- Criminal conviction data only where legally permitted and in line with the Data Protection Policy.

Do we need your consent to process your sensitive personal data?

- NO - if your sensitive personal data is used in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data.
- It is not a condition of your contract with us that you agree to any request for consent from us.
- Personal data relating to criminal convictions may be used where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Sharing your personal data

Your personal data will only be shared when necessary, including with:

- Payroll and HR providers.
- Local authorities and public bodies.
- Government agencies.
- Professional advisers or insurers where required.

How long do we keep your personal data?

HPC will keep data only as long as necessary and in line with:

- Legal requirements.
- Council retention schedules.
- HMRC and audit obligations.
- Time limits for legal claims.

Your responsibilities

It is important that you keep us informed of any changes to your personal data.

Your rights in connection with personal data

When exercising any of the rights listed below HPC may need to verify your identity for your security. In such cases proof of your identity will be required before you can exercise these rights. You have the right to:

1. *Access your personal data held* and request why the data is held, where it was obtained from and who has access and where. HPC will respond to such requests within one month. No charges will be made for the first request but additional requests for the same data or are which are unfounded or excessive may be subject to an administration fee.
2. *Correct and update* the personal data held.
3. *Request your personal data erased*. HPC will confirm whether the personal data has been deleted or the reason why it cannot be deleted e.g. legal obligations.
4. *Restrict or object to processing* of your personal data. Upon receiving such a request, HPC will inform you if the Council is able to comply or if there are legal obligations to continue to process your data.
5. *Request data portability* - You have the right to request that we transfer some of your data to another controller. If it is feasible to do so, HPC will comply within one month of receiving the request.
6. *Withdraw consent (where consent was obtained)* – this can be done by telephone, email, or by post (see Contact Details below).
7. *Complain to the Information Commissioner's Office (ICO)*. - Tel 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

HPC will only transfer data outside the UK where appropriate safeguards are in place under UK GDPR.

Further processing

If HPC needs to use your personal data for a new purpose, not covered by this Privacy Notice, we will notify you with the relevant details prior to commencing, setting out the relevant purposes and processing conditions.

Changes to this notice

This Privacy Notice will be reviewed regularly and updates published on the Council's website:

<http://helpringham.parish.lincolnshire.gov.uk/>

Contact Details

The Data Controller

Email: clerk@helpringhamparishcouncil.gov.uk