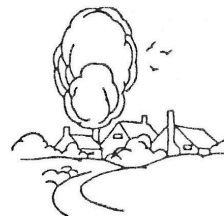


BOUGHTON UNDER BLEAN PARISH COUNCIL

General Privacy Notice - Staff/Councillors/Volunteers



Adopted: 13th June 2018

Last reviewed: June 2024

Next review: June 2026

This privacy notice tells you what to expect us to do with your personal information when you work for us.

Contact details

Email: clerk@boughtonunderblean-pc.gov.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Details of any criminal convictions (eg DBS checks)
- Training history and development needs

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Contract
- Legal obligation
- Public task

Salaries and pensions

We collect or use the following personal information as part of managing salaries and pensions:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)
- Pension details
- Bank account details
- Payroll records
- Tax status

Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:

- Contract
- Legal obligation
- Public task

Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly
- Security clearance providers
- Pension administrators or government departments (eg HMRC and DWP)

How long we keep information

For more information about how long we keep your information, take a look at our retention schedule online:

[Document Disposal & Retention Policy](#)

Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC
- External auditors

Data processors

We use the following data processors for the following reasons:

McCabe Ford Williams

This data processor does the following activities for us: Process payroll information

Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO using the contact information below.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>