

Rye Town Council

Town Hall Rye East Sussex TN31 7LA

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www.ryetowncouncil.gov.uk



PRIVACY NOTICE

For Staff and Volunteers

Includes employees, workers, agency staff and those retained on a temporary or permanent basis, volunteers, contractors, agents, including former staff. This also includes applicants or candidates for any of these roles.

Rye Town Council takes the protection of your data seriously. We regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Collecting some personal information is necessary for us to administer your period of employment or voluntary service with the Council, and to fulfil our contractual and legal obligations to you.

Personal information we may collect and process:

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations - gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers and vehicle registration numbers.
- Financial information such as National Insurance number, pay and pay records, bank details, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries, sickness and absence, and insurance claims.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for a contract with the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Rye Town Council.

Information about criminal convictions

We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Sharing your personal data

Your personal data may be shared with third parties where it is necessary for legal reasons or for the fulfilment of a contract with you, or where you have given us prior consent. It is likely that we may need to share your data with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- DBS providers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

Your personal information will only be held for as long as necessary, after which it will be securely destroyed. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority and an employer. These will be detailed in our Data Retention and Destruction Policy.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer, Jessica Neame – jessica.neame@ryetowncouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Data Protection Officer to request this.

Information Deletion

You may request the deletion of your data held by Rye Town Council at any time. However, this may be declined if the Council has a lawful reason for holding the data. Please contact our Data Protection Officer if you wish to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact our Data Protection Officer to object.

Rights Related to Automated Decision Making and Profiling

Rye Town Council does not use any form of automated decision making or the profiling of individual personal data.

Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, administering your employment or period of voluntary service, and to fulfil our legal obligations. We do not use profiling. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review regularly our privacy policies to keep them up to date to protect your data. (You can request a copy of our policies at any time.)

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Rye Town Council's Data Protection Officer, Jessica Neame – jessica.neame@ryetowncouncil.gov.uk, or by post to Rye Town Council, Town Hall, Rye, East Sussex TN31 7LA - or the Information Commissioners Office casework@ico.org.uk 0303 123 1113.

Updated April 2018