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# NETTLEBED PARISH COUNCIL

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## 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.

Reviewed by:	Full Council
Review date:	April 2026
Minute Ref:	070/26 I (b)
Next Review date:	April 2027

# NETTLEBED PARISH COUNCIL

## Privacy Notice for Staff, Councillors and Role Holders

### **When you contact us / Your personal data**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information pertaining to your employment for Staff\*) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in employment or in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **The Council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not in any way that is incompatible with those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including and ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **The Councils 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 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 the controller

### **Information Security**

Nettlebed Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Nettlebed Parish Council at any time).

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting [clerk@nettlebed-pc.gov.uk](mailto:clerk@nettlebed-pc.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: [clerk@nettlebed-pc.gov.uk](mailto:clerk@nettlebed-pc.gov.uk) to request this.

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### **Information Deletion**

If you wish Nettlebed Parish Council to delete the information about you please contact: [clerk@nettlebed-pc.gov.uk](mailto:clerk@nettlebed-pc.gov.uk) 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 Nettlebed Parish Council to object.

### **Rights Related to Automated Decision Making and Profiling**

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

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Nettlebed Parish Council – [clerk@nettlebed-pc.gov.uk](mailto:clerk@nettlebed-pc.gov.uk) and the Information Commissioners Office on 0303 123 1113 or via email <http://ico.org.uk/global/contact-us/email/> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF