Employee Privacy Notice

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20th May 2026



Introduction

Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council is committed to protecting the privacy and security of personal information relating to employees, workers and contractors.

> ⓘ This notice explains how the Council collects, uses, stores and shares your personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

The Council is the **data controller**, responsible for deciding how and why your personal data is processed. This notice applies to current and former employees, workers and contractors. It does not form part of any employment contract and may be updated at any time.

You should read this notice alongside any other privacy information we provide on specific occasions.

Data Protection Principles

We comply with data protection law, which requires that personal information must be:

- Used lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Kept securely.

The Information We Hold About You

Personal Data

We may collect, store and use information including:

- Name, title, address, telephone numbers, email addresses.
- Date of birth.
- Gender.
- Employment records (contracts, performance, training, leave, disciplinary records).
- Payroll, tax and pension information.
- Emergency contact details.
- Right to work documentation.

Special Category Data

We may also process more sensitive information, such as:

- Race or ethnicity, religious or philosophical beliefs, political opinions, or sexual orientation.
- Trade union membership.
- Health information, including medical conditions, disability status and sickness records.
- Criminal conviction information (where legally permitted).

How We Collect Personal Information

We collect personal information:

- Directly from you during recruitment and employment.
- From third parties such as referees, background check providers or professional bodies.
- During the course of your employment through HR processes, performance reviews, training, and day-to-day management.

How We Use Your Personal Information

We will only use your personal information when we have a lawful basis to do so. Most commonly, this includes:

- To perform your employment contract.
- To comply with legal obligations (for example, tax and right-to-work checks).
- For our legitimate interests, where these do not override your rights.
- To carry out obligations under employment law.

Examples of How We Use Your Data

- Recruitment and selection.
- Determining employment terms.
- Paying salary, tax and pension contributions.
- Managing performance, training and development.
- Ensuring health, safety and welfare.
- Managing absences and leave.
- Administering benefits.
- Complying with audit, financial and reporting requirements.

⚠ If you fail to provide information required by law or for your contract, we may be unable to continue the employment relationship.

Change of Purpose

We will only use your personal information for the purposes for which it was collected unless we reasonably consider another purpose to be compatible. If we need to use your information for a new purpose, we will notify you and explain the legal basis.

How We Use Special Category Data

We process special category data only where permitted by law, including:

- With your explicit written consent.
- Where necessary for employment law obligations.
- For equality monitoring in the public interest.
- To assess fitness for work or make reasonable adjustments.
- To manage sickness absence.

Criminal Conviction Data

We only process criminal conviction information where legally authorised, such as:

- For safeguarding purposes.
- Where required for specific roles.
- Where necessary for legal claims or regulatory compliance.

Automated Decision-Making

The Council does not routinely make employment decisions based solely on automated processing. If this changes, you will be notified and given the right to request human review.

Data Sharing

We may share your data with:

- Payroll and pension providers.
- HMRC.
- Occupational health providers.
- Training providers.
- Insurers and legal advisers.
- IT and system support providers.

All third parties must process your data securely and only on our instructions.

Data Security

We have appropriate technical and organisational measures to protect your data from loss, misuse, unauthorised access, alteration or disclosure. Access is limited to those who need it for legitimate business purposes.

We also have procedures for responding to suspected data breaches and will notify you and the Information Commissioner's Office where legally required.

Data Retention

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting and reporting requirements.

Retention periods are set out in the Council's Data & Electronic Data Retention Policy.

Your Rights

You have the right to:

- Access your personal data.
- Request correction of inaccurate data.
- Request erasure where appropriate.
- Object to processing based on legitimate interests.
- Request restriction of processing.
- Request data portability.
- Withdraw consent (where consent is the lawful basis).

> Requests should be made in writing to the **Chair of the Council**.
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> Where there are reasonable doubts about the identity of the person making a request, we may need to verify your identity before responding.

Withdrawing Consent

Where processing is based on your consent, you may withdraw it at any time by contacting the **Clerk**. This does not affect the lawfulness of processing carried out before withdrawal.

Updates to This Notice

We may update this notice at any time and will provide a new version when substantial changes occur.