



Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex RH14 9XX
Tel:01403 785864 Email:clerk@slinfold-pc.gov.uk

Staff Privacy Notice

The information you provide (personal information such as name, address, email address, phone number, bank and tax and NI details, and other relevant information) will be processed and stored so that it is possible to contact you, make payments to you, and retain information relating to your time as a member of staff to the Council. 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's Right to Process Information

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

Processing is necessary for management of your employment contract, compliance with legal obligations and for the performance of operations carried out in the public interest or in the exercise of official authority vested in the Council.

Information Security

Slinfold 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 Slinfold Parish Council at any time subject to legal requirements.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk.

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 the Parish Clerk to request this.

Information Deletion

If you wish Slinfold Parish Council to delete the information about you please contact the Parish Clerk 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 the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

Slinfold 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 the Slinfold Parish Council Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary

In accordance with the law, Slinfold Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Slinfold Parish Council does not use profiling, nor does it sell your data to third parties, and does not use your data for purposes other than those specified. Slinfold Parish Council makes sure your data is stored securely, and deletes all information deemed to be no longer necessary. Slinfold Parish Council constantly reviews its Privacy Policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.

Yours sincerely

SLINFOLD PARISH COUNCIL

M Burroughs

Mary Burroughs

Clerk to the Council