



# Kings Hill Parish Council

## Privacy Notice for Staff/Councillors

Adopted

This privacy notice tells you what to expect the Parish Council to do with your personal information when you provide us with your details.

Kings Hill Parish Council is the data controller of the personal information we process, unless otherwise stated. This means the Parish Council determines the purposes for which, and the manner in which, any personal data is to be processed.

The Parish Council Clerk and Responsible Officer will oversee and monitor the Parish Council's data protection procedures and ensure the parish council remain compliant with the General Data Protection Regulation and Data Protection Act 2018. The Clerk and Responsible Officer can be contacted via email [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk)

In some circumstances the Parish Council may be required by law to release your details to statutory or other official bodies, for example if a court order is present. In other circumstances you may be required to give written consent before information is released.

In some cases, your data may be outsourced to a third-party processor. Where we outsource data to a third-party processor the same data protection standard that the Parish Council upholds are imposed on the processor.

### **What is personal information?**

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

### **The categories of information that we collect, hold and share where necessary to perform our tasks include:**

- Personal Information (such as name, date of birth, national insurance number);
- Contact details such as telephone numbers, addresses, and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth, age and ethnic group);
- Contract information (such as start dates, hours worked, post, roles and salary information);
- Absence information (such as number of absences and reasons);
- Qualifications (where relevant);
- Relevant medical and dietary information;
- Financial information
- Photographs

## **What is 'Special Category' personal information?**

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

We may process your special category data in the following circumstances:

- where we need to carry out our legal obligations
- where it is needed in the public interest and;
- less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

In limited circumstances, we may approach you for your written consent to allow us to process certain special category data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## **Why we collect and use your information**

We use your personal data for the following purposes:

- to enable the development of a comprehensive picture of the Parish Council and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid
- to enable ethnicity and disability monitoring

## **The lawful basis on which we use this information**

The Parish Council holds the legal right to collect and use personal data relating to staff/committee members etc. The Parish Council collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.

We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Parish Council's obligations to you.

Generally, the Parish Council collect and use personal information where:

- you have given consent
- you have entered into a contract with the Parish Council
- it's necessary to perform our statutory duties
- it's required by law
- It's necessary for legal cases

The Parish Council processes this information under:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2)(b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Whilst the majority of the personal data you provide to us is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact the Clerk and Responsible Officer at [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk)

### **How long is your data stored for?**

We hold your personal data in line with the Parish Council's data retention policy and in compliance with the GDPR and Data Protection Act 2018.

In general, we will hold your data whilst a you are a member of staff/councillor of the Parish Council, and for 6 years following the date you leave the Parish Council. Where we feel there is the need for the data to be retained for longer, for example in the case of a possible employment tribunal, the information will be stored for up to 6 years after the full completion of the case or in compliance with our retention schedule.

### **Who we share your personal information with?**

The Parish Council do not share information about the Parish Council staff/councillors with anyone without consent unless the law and our policies allow us to do so.

Where necessary or required we may share information with:

- Financial organisations

- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Security organisations
- Press and the media

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your Rights**

### **Your right of access**

You have the right to ask us for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information we process, for example, if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may not be disclosed. If we can't give you some or any of the information, we will tell you why.

If you make a subject access request, and if we do hold information we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

To make a request for your personal information, please contact [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk) clearly stating:

- Your name and contact details
- The Information you want
- Any details or relevant dates that will help us process your request

We may need to verify your identity for your security reasons before we can exercise your rights.

### **You also have the right to:**

- object to processing of personal data in some circumstances.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulation

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve the Parish Council website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- [www.aboutcookies.org](http://www.aboutcookies.org)
- [www.allaboutcookies.org](http://www.allaboutcookies.org)

## **Contact**

If you have any questions about how your personal information is processed or to exercise any relevant rights, queries or complaints please contact:

The Clerk and Responsible Officer  
Kings Hill Parish Council  
Kings Hill Community Centre  
70 Gibson Drive  
Kings Hill  
Kent  
ME19 4LG

Email: [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk)

## **Complaints**

We take any complaints about the Parish Council collection and use of personal information very seriously.

If you think that the Parish Council collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the Parish Council data processing, please raise this with the Parish Council Clerk and Responsible Officer in the first instance.

Alternative, you can make a complaint to the Information Commissioner's Office:

- Report a concern [online](#)
- Call 0303 123 1113
- Or write to:  
Information Commissioner's Officer,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF