

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
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PERSONAL DATA AND DATA PROTECTION STATEMENT

1. Statement

As part of all employee's terms of employment, employees will be asked to give their consent to Colney Heath Parish Council holding and using personal data relating to them in accordance with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2018. Personal Data on employees includes names and addresses, pay records, bank details, health records and any other information that we need to hold about employees for employment purposes.

For the purposes of the Regulations the Parish Council needs to specify the purposes for which it will use employee's personal data which will of course only be used it for lawful purposes which include:-

- complying with its employment obligations to our employees for example to perform activities such as contacting and paying employees and complying with its obligations under health and safety legislation;
- assessing employees, their performance and suitability for particular roles;
- doing anything for the benefit or welfare of employees, their families and dependants;
- complying with our obligations under the general law, e.g. in relation to taxation, social security, or law enforcement;
- providing information about employees to those who require it in connection with services that they provide to the organisation or who may need it in connection with the assumption by them of responsibility for any of its employee;
- the prosecution or defence of any legal proceedings.

By obtaining, recording and using information about employees the organisation will be 'data processing' in relation to such information including "sensitive personal data" about an employee and also to data being transferred outside the European Economic Area where such a transfer is necessary. There are currently no reasons for transferring employee's personal data outside the UK.

Purpose of data processing: to keep adequate records of employee's recruitment, contract, performance, disciplinary record, sickness record, pension details, wages, salary and other benefits, appraisals and all other information arising in the performance of their contract of employment for the purpose of the performance of the contract and the administration and management of their contract and the administration and management of our business or organisation

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and any other purpose arising from the relationship of employer and employee created by their contract.

Description of Data: all records of employee's recruitment, contract, performance, disciplinary record, sickness record, pension details, wages, salary and other benefits, appraisals and all other information arising in the performance of their contract of employment.

Intended Recipients of Data: personnel authorised by the employee and/or the organisation to receive data and all others to whom we are legally obliged to disclose the same at any time or to whom we deem it necessary or desirable to disclose data for the purposes set out above. This includes external bodies undertaking payroll administration and pension provision and administration.

Countries outside the European Economic Area to which data will or may be transmitted: the Council is not currently aware of any.

The data on the employee will be held for the duration of their employment or for any longer period to enable us to answer any question relating to them as an employee.

Every care will be taken to ensure that this personal data is held in confidence and securely and that it will not be disclosed to unauthorised persons or organisations unless required by law.

Employees have the right to inspect, review and, if necessary, update and delete their personal details and normally they will be able to inspect your file within 28 working days of their request to the Data Protection Compliance Officer.

Employees have a number of new rights in connection with the use of personal data as follows:-

- right to be informed about the processing of your personal data;
- right to rectification if their personal data is inaccurate or incomplete – the employee can request to see the personal data the organisation holds on them at any time to check for accuracy and to amend the data;
- right of access to their personal data - as for 2 above;
- right to be forgotten by having their personal data deleted or removed on request where it is not being held for statutory requirements;
- right to restrict processing of their personal data, for example, if the employee considers that the processing is unlawful or the data is inaccurate they can challenge the data held and the way the data is being processed;
- right to data portability of their personal data for other purposes;

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- right to object to the processing of their personal data for direct marketing, scientific or historical research, or statistical purposes - the employee has the right to challenge the way in which their personal data is used by the Council although the Council would never use their data for these purposes without seeking their consent.

If an employee wishes to assert any of these rights, they should contact the Data Protection Compliance Officer in writing who will respond within one month and if the employee's personal circumstances change, they should inform the Clerk immediately. This will ensure that your information remains accurate.

Employees should also read the organisation's Data Protection Policy, Records Management Policy and Data Protection Guidance for further information about the Council's policies and approach to data protection.

2. Review

This Statement will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation and any appropriate changes will be made in consultation with employees.

This policy was adopted 27th February 2023 for a period of 4 years or until legislation changes.

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