



Twyning Parish Council

STAFF, COUNCILLORS AND ROLE HOLDERS PRIVACY NOTICE

Definitions

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 candidate for any of these rolls.

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 will 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

Twyning Parish Council
Green Farm
Twyning Green
Gloucestershire
GL20 6DF
twyningparishcouncil.gov.uk
clerk@twyningparishcouncil.gov.uk

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

Twyning 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 Twyning 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 the clerk of the parish.

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 clerk of the parish.

Information Deletion

If you wish Twyning Parish Council to delete the information about you please contact the clerk of the parish.

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 clerk of the parish to object.

Rights Related to Automated Decision Making and Profiling

Twyning 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 clerk of the parish or the Information Commissioners Office. You



can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

Summary: In accordance with the law, Twyning Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Twyning Parish Council do not use profiling, we do not sell or pass your data to third parties. Twyning Parish Council do not use your data for purposes other than those specified. Twyning Parish Council make sure your data is stored securely. Twyning Parish Council delete all information deemed to be no longer necessary. Twyning Parish Council periodically review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

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