

# Langley with Hardley Parish Council

## Employee & Applicant Privacy Notice

Document Control		
Adopted date	05 November 2019	Minute reference: 2019/11.19.11
Next review date	May 2021	Minute reference: TBC

The information you provide (personal information such as name, address, email address, phone number, P45, tax code, CV, contract, appraisals and all other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, and retain information relating to your employment with 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. In the event of an unsuccessful application for employment, your details will be stored for six months after a decision is made, in case of appeal.

### **The Council's Right To Process Information**

Processing is with consent of the data subject; or  
Processing is necessary for compliance with a legal obligation.

### **Information Security**

Langley with Hardley Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is accomplished 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.

### **Access To Information**

You have the right to request access to the information we hold about you. You can do this by contacting our Parish Clerk (telephone 01502 730166 or email [langleywithhardley.pc@gmail.com](mailto:langleywithhardley.pc@gmail.com)).

### **Information Correction**

If you believe the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Parish Clerk (telephone 01502 730166 or email [langleywithhardley.pc@gmail.com](mailto:langleywithhardley.pc@gmail.com)) to request this.

### **Information Deletion**

If you wish Langley with Hardley Parish Council to delete information we hold about you please contact our Parish Clerk (telephone 01502 730166 or email [langleywithhardley.pc@gmail.com](mailto:langleywithhardley.pc@gmail.com)) to request this. Please note, however, that the Council has a legal obligation to retain certain information relating to its employees.

### **Right To Object**

If you believe your data is not being processed for the purpose it has been collected for, you may object. Please contact our Parish Clerk (telephone 01502 730166 or email [langleywithhardley.pc@gmail.com](mailto:langleywithhardley.pc@gmail.com)) to object.

## **Rights Related To Automated Decision Making & Profiling**

Langley with Hardley Parish Council does not use any form of automated decision making or 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 our Parish Clerk (telephone 01502 730166 or email [langleywithhardley.pc@gmail.com](mailto:langleywithhardley.pc@gmail.com)) and the Information Commissioner's Office (email [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone 0303 123 1113).

## **Summary**

In accordance with the law, Langley with Hardley Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Langley with Hardley Parish Council does not use profiling; we do not sell or pass your data to third parties. Langley with Hardley Parish Council does not use your data for purposes other than those specified. Langley with Hardley Parish Council makes sure your data is stored securely. Langley with Hardley Parish Council deletes all information deemed to be no longer necessary. We constantly review our privacy policies to keep them up to date (you can request a copy of our policies at any time).