



General Data Protection Regulations (GDPR)

General & Employee Privacy Notice

1. Introduction

Yalding Parish Council (YPC) is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how YPC collect, use, store and share personal data in the course of their statutory duties, service delivery, employment responsibilities and general council operations.

The Council is the data controller for the personal data it processes. The Clerk oversees data protection compliance on behalf of The Council.

This Notice is divided into two parts:

- Section A – General Privacy Notice (Residents, service users, website visitors, contractors, members of the public)
- Section B – Employee & Staff Privacy Notice (Employees, job applicants, volunteers, contractors, work experience placements)

SECTION A – GENERAL PRIVACY NOTICE

2. What Is Personal Data?

Personal data is any information that can identify a living individual, directly or indirectly. Examples include:

- Name, address, telephone number, email
- Photographs or CCTV images
- Financial information
- Opinions or correspondence relating to an identifiable person

Some data is classed as special category data, which requires additional protection (e.g., health information, ethnicity, political opinions, trade union membership).

3. What Personal Data YPC Process

The Council may process the following categories of personal data where necessary:

- Names, addresses, contact details
- Correspondence and enquiries
- Information relating to Council services, bookings, events or facilities
- Financial information for payments, grants or invoices
- Information relating to complaints, safeguarding or enforcement
- CCTV images (where applicable)
- Any information you provide to YPC directly

Special category data may be processed only where strictly necessary and lawful.

4. Why YPC Process Personal Data

The Council process personal data to carry out their statutory functions, deliver services and fulfil their public duties. This includes:

- Responding to enquiries and correspondence
- Managing Council facilities, events and services
- Maintaining accounts and financial records
- Processing grants, contracts and payments
- Ensuring public safety and safeguarding
- Managing consultations, surveys and community engagement
- Complying with legal and regulatory obligations
- Preventing and detecting fraud

5. How YPC Collect Personal Data

The Council collects personal data in the following ways:

- When you contact the Council by email, telephone, post or through their website
- When you complete forms, applications or requests for services
- When you attend Council meetings, events or use Council facilities
- When you engage with consultations, surveys or community projects
- When you make payments to The Council or receive payments from us
- When YPC receive information from other public bodies where legally permitted
- Where CCTV is in operation, images may be collected in accordance with The Council's CCTV Policy

6. Lawful Bases For Processing

The Council relies on legal obligation, public task, contract, consent and legitimate interests. Special category data is processed under substantial public interest, employment law, safeguarding or explicit consent.

7. Sharing Your Personal Data

The Council may share data with local authorities, contractors, community groups, law enforcement, professional advisers and other organisations where legally required. Only the minimum necessary data is shared.

8. How Long YPC Keep Your Data

Data is retained only as long as necessary, following legal requirements, financial obligations, best practice and The Council's Retention Schedule. Data is securely destroyed when no longer required.

9. Your Rights

You have rights to access, correct, erase, restrict, object, request portability, withdraw consent and complain to the Information Commissioner's Office (ICO). Identity verification may be required.

10. International Transfers

Data transferred outside the UK will only occur where appropriate safeguards are in place.

11. Further Processing

If data is used for a new purpose, an updated Privacy Notice will be issued.

SECTION B – EMPLOYEE & STAFF PRIVACY NOTICE

1. What Employee Data YPC Process

The Council may process:

- Contact details
- Employment history
- Payroll
- HMRC information
- Emergency contacts appraisals training records sickness
- Medical information
- Disciplinary records
- Recruitment information.

Special category data may include health, criminal conviction data and equal opportunities information.

2. Why YPC Process Employee Data

The Council process employee data to:

- Manage recruitment
- Administer payroll and pensions
- Meet employment law obligations
- manage performance
- Ensure health and safety
- Maintain secure systems
- Manage HR procedures
- Comply with statutory reporting

3. How YPC Collect Employee Personal Data

The Council collects employee and applicant personal data in the following ways:

- When you apply for a role, submit a CV or complete recruitment forms
- During interviews, assessments and pre-employment checks
- When you complete employment, payroll or pension documentation
- Through ongoing HR processes such as appraisals, training and performance management
- When you report sickness, absences or health related information
- When you communicate with The Council by email, telephone or in writing
- From third parties such as referees, HMRC, pension providers or occupational health

4. Lawful Bases for Employee Data

Employee data is processed under legal obligation, contract, public task, legitimate interests and explicit consent (where required).

5. Sharing Employee Data

YPC may share employee data with HMRC, pension administrators, payroll providers, occupational health, training providers, law enforcement and professional advisers.

Data is not shared for marketing and The Council does not sell personal data to third parties.

6. Retention of Employee Data

Employee records are kept for the duration of employment and statutory periods thereafter. Unsuccessful job applications are retained for six months.

7. Employee Responsibilities

Employees must keep data up to date, handle data securely, access only authorised data, report breaches immediately and follow Council data protection policies.

Contact Details

Any questions or concerns in the first instance should be directed to The Clerk

Email: clerk@yaldingparishcouncil.gov.uk

Telephone 01622 814134

Address: Yalding Parish Council, PO Box 873, Yalding, Maidstone, Kent. ME18 6YW

Complaints

If for any reason you are not satisfied you can complain to the ICO

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

Address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Adopted 03 March 2025

To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).