



Shimpling Parish Council

Employee Privacy Notice

- **1. Introduction**

Shimpling Parish Council is committed to protecting the privacy and security of personal data. This privacy notice describes how we collect and use personal information about our employee (Clerk and Responsible Financial Officer) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

- **2. Data Controller**

Shimpling Parish Council is the data controller for the personal data we process.

Contact details:

Clerk to the Council – Natasha Byford

clerk@shimpling-pc.gov.uk

4 Park Farm Cottage, Brettenham, IP7 7QP

- **3. What Information We Collect**

We may collect, store, and use the following categories of personal information:

- Personal contact details (name, address, phone number, email)
- Employment details (job title, start date, contract information)
- Salary, pension, and financial details
- Tax and National Insurance information
- Bank account details (for payroll purposes)
- Performance and conduct information
- Training records
- Correspondence and communications

We may also collect special category data where necessary, such as:

- Health information (e.g., sickness absence)

- **4. How We Collect Your Data**

We collect personal data through:

- Information provided directly by you

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- Employment contracts and forms
- Payroll and pension providers
- HMRC and other government bodies

- **5. Purpose of Processing**

We process your personal data for the following purposes:

- Managing the employment relationship
- Paying salary and administering pensions
- Complying with legal obligations (e.g., HMRC reporting)
- Managing performance and training
- Ensuring business continuity and administration of council functions

- **6. Lawful Basis for Processing**

We rely on the following lawful bases:

- Performance of a contract
- Legal obligation
- Public task (as a public authority)

For special category data, we rely on:

- Employment law obligations
- Establishment, exercise, or defence of legal claims

- **7. Data Sharing**

We may share your data with:

- HM Revenue & Customs (HMRC)
- Pension providers
- Payroll service providers
- External auditors
- Government or regulatory bodies where required

All sharing is limited to what is necessary and subject to appropriate safeguards.

- **8. Data Storage and Retention**

- Personal data is stored securely in password-protected systems and/or locked filing systems

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- We retain data only for as long as necessary in line with legal and regulatory requirements
- Payroll records are typically retained for a minimum of 6 years

- **9. Data Security**

We have implemented appropriate security measures to prevent:

- Unauthorised access
- Loss or misuse of data

Access is restricted to councillors or authorised individuals who need it for legitimate purposes.

- **10. Your Rights**

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (in certain circumstances)
- Object to processing
- Request restriction of processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

- **11. Data Breaches**

In the event of a data breach, we will:

- Investigate and contain the breach
- Notify the ICO where required
- Inform you if there is a high risk to your rights and freedoms

- **12. Changes to This Notice**

We may update this privacy notice from time to time. You will be informed of any significant changes.

- **13. Contact**

If you have any questions about this notice or how your data is handled, please contact:

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clerk@shimpling-pc.gov.uk

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