**Shavington-cum-Gresty Parish Council**
Main Rd, Shavington, Crewe, CW2 5DP

# INTERNAL PRIVACY NOTICE

For Staff, Councillors, Volunteers and Other Role Holders

Adopted 4 November 2026

## 1. INTRODUCTION

Shavington-cum-Gresty Parish Council is committed to protecting personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

This notice explains how the Council collects, uses, stores and shares personal information relating to employees, councillors, volunteers, contractors and applicants for these roles, including former role holders where relevant.

The Council is the data controller and is responsible for ensuring personal information is processed lawfully and securely.

## 2. PERSONAL INFORMATION WE COLLECT

The Council collects personal information where necessary for employment, recruitment, Council administration and the management of its services.

This may include:

- Names, addresses, telephone numbers and email addresses.
- Dates of birth, National Insurance numbers and information required to verify identity or eligibility to work.
- Employment history, qualifications, references and recruitment information.
- Employment contracts, salaries, pension contributions, tax information and bank details.
- Appraisals, training, absence records and other employment information.
- Emergency contact details.
- Information relating to councillors' roles, allowances and declarations of interests.
- Information relating to volunteers and contractors.

The Council may also process special category information, including health information relating to sickness absence, occupational health or reasonable adjustments.

Such information will only be processed where necessary and where an appropriate lawful basis and additional condition under data protection legislation apply.

## 3. HOW WE USE PERSONAL INFORMATION

The Council processes personal information for the following purposes:

- Recruitment and appointment of employees and other role holders.

- Managing employment contracts, salaries, payroll and pensions.
- Managing attendance, sickness absence, performance, training and development.
- Meeting employment, health and safety and other legal obligations.
- Administering councillors' roles, allowances and statutory responsibilities.
- Supporting volunteers and contractors in carrying out their duties.
- Maintaining financial, personnel and Council records.
- Managing complaints, grievances, disciplinary matters and legal claims where necessary.

**4. LEGAL BASIS FOR PROCESSING**

The Council processes personal information under one or more of the following lawful bases, depending on the activity:

- **Contract:** Where processing is necessary to enter into or fulfil an employment or other contract.
- **Legal obligation:** Where processing is required to comply with employment, taxation, pension, health and safety or other legal requirements.
- **Public task:** Where processing is necessary for the Council to carry out its statutory functions.
- **Consent:** Where an individual has provided consent for a specific purpose and consent is an appropriate lawful basis.

Other lawful bases may apply where permitted by legislation and appropriately documented.

Where special category information is processed, the Council will also identify an appropriate condition under Article 9 of the UK GDPR and meet any additional requirements of the Data Protection Act 2018.

**5. SHARING PERSONAL INFORMATION**

The Council will only share personal information where necessary and lawful.

This may include sharing information with:

- HM Revenue and Customs and other relevant public authorities.
- Cheshire Pension Fund and other pension administrators.
- Payroll providers and professional advisers.
- Insurance providers and occupational health services where applicable.
- Organisations providing services on behalf of the Council.
- Other organisations where disclosure is required by law.

Appropriate data protection arrangements will be maintained where third parties process information on the Council's behalf.

**6. CCTV**

The Council operates CCTV at Shavington Village Hall for the prevention and detection of crime and antisocial behaviour.

Recordings may include images of employees, councillors, volunteers and visitors.

Footage is normally retained for no longer than 31 days and may be accessed or disclosed where necessary and lawful.

Further information is available in the Council's CCTV Policy.

**7. STORING AND RETAINING INFORMATION**

Personal information is stored securely, with access restricted to authorised individuals.

The Council will retain information only for as long as necessary for the purposes for which it was collected, including statutory, employment, financial and contractual requirements.

Retention periods will be determined in accordance with the Council's Document Retention Policy and relevant legal requirements.

Information will be securely deleted or destroyed when no longer required.

**8. YOUR RIGHTS**

Individuals have rights under the UK GDPR, subject to applicable conditions and exemptions, including the right to:

- Access personal information held about them.
- Request correction of inaccurate information.
- Request deletion or restriction of processing in certain circumstances.
- Object to processing in certain circumstances.
- Request data portability where applicable.
- Withdraw consent where processing is based on consent.
- Exercise rights relating to automated decision-making where applicable.

Requests should be directed to the Clerk.

The Council will normally respond within one month, subject to any permitted extensions.

Further information is available in the Council's General and Website Privacy Notice.

**9. DATA PROTECTION OFFICER**

The Council's appointed Data Protection Officer is:

**JDH Business Services Ltd**
Carreg Lwyd, Cefn Bychan Road
Pantymwyn, Flintshire
CH7 5EW

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The Data Protection Officer provides advice and guidance on data protection matters.

The Council remains responsible for compliance with data protection legislation.

**10. COMPLAINTS**

Concerns or complaints about the handling of personal information should be directed to the Clerk at:

**Email:** clerk@shavingtononline.co.uk

Complaints will be handled in accordance with the Council's Data Protection Complaints Procedure.

Individuals also have the right to complain to the Information Commissioner's Office:

**Website:** www.ico.org.uk
**Telephone:** 0303 123 1113

**11. REVIEW**

This notice will be reviewed every two years, or sooner following significant changes to legislation or Council data processing arrangements.