



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Employees Privacy Notice

Data Controller

Chippenham Town Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

Contractual obligation.

What Data Do We Collect

We collect and process range of personal data about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- terms and conditions of your employment
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information regarding criminal records
- information relating to DBS checks (applicable employees only)
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;

- assessments of your performance, including appraisals, performance reviews, performance improvement plans, training and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- equal opportunities monitoring information including information about your ethnic origin.

How We Process Your Personal Data

We need to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and health and safety laws and to enable employees to take periods of leave to which they are entitled.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Sharing our Data

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

How long do we keep it

We will hold your personal data for the duration of your employment. Once you leave employment your data is held for a period of seven years, after which it will be destroyed.

Who we share this information with and why

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. Your data may also be shared with the following third party providers and external bodies:

- Disclosure & Barring Service (organisations providing services for pre-employment checks)
- Wiltshire Pension scheme (management of pension)
- HMRC / DWP / Contributions Agency (for processing payroll deductions)
- External Audit Service to ensure compliance with internal controls and external regulations)
- Insurance companies (car, health, injury cover and claims)

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER

Email: enquiries@chippenham.gov.uk

Phone: +44 (0) 1249 446699

Our Data Protection Officer is One West and you can contact them at

dpo@chippenham.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@chippenham.gov.uk.

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113