



Duxford Parish Council Clerk,
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Duxford,
Cambridge,
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CB22 4SE

Tel: 07481 127032
Email: clerk@duxfordvillage.com

Employee Privacy Notice

When you apply for a vacancy with the Council and have sent us your application and CV:

The information you provide (personal information such as name, address, email address, phone number, P45, Tax Code, CV, Contract, Appraisals and 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 outside of the Personnel Committee or your line manager.

The Councils Right to Process Information

Under GDPR Article 6 (1) (a) (c) (General Data Protection Regulation [Regulation (EU) 2016/679]) Duxford Parish Council has the right to process information provided

- Processing is with consent of the data subject, and
- Processing is necessary for compliance with a legal obligation

Information Security

Duxford Parish Council cares about ensuring the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

Reviewed and approved by DPC 12th April 2018

We will use your data only for the purpose it was collected and it will be kept throughout the period of your employment and for a statutory period of six years following. after which time it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@duxfordvillage.com

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@duxfordvillage.com

Information Deletion

If you wish Duxford Parish Council to delete the information about you, please contact: clerk@duxfordvillage.com

Please note: The Council has a legal obligation to retain information relating to their employees

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact clerk@duxfordvillage.com

Rights Related to Automated Decision Making and Profiling

Duxford Parish Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Duxford Parish Council Data Information Officer: clerk@duxfordvillage.com and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113