



HOVETON PARISH COUNCIL

Highfield, Tunstead Road, Hoveton, Norfolk, NR12 8QN
Email: clerk@hoveton-pc.org.uk
Tel: 07572 349600

EMPLOYEE & APPLICANT PRIVACY NOTICE

The information you provide (personal information such as name, address, email address, phone number, P45, tax code, CV, contract, appraisals and all 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, other than those related to a statutory or lawful requirement or with your consent. In the event of an unsuccessful application for employment, your details will be stored for six months after a decision is made, in case of appeal.

The Council's Right To Process Information

Processing is with consent of the data subject; or
Processing is necessary for compliance with a legal obligation.

Information Security

Hoveton Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is accomplished through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Access To Information

You have the right to request access to the information we hold about you. You can do this by contacting our Parish Clerk (call 07572 349600 or email clerk@hoveton-pc.org.uk).

Information Correction

If you believe the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Parish Clerk (call 07572 349600 or email clerk@hoveton-pc.org.uk) to request this.

Information Deletion

If you wish Hoveton Parish Council to delete information we hold about you please contact our Parish Clerk (07572 349600 or email clerk@hoveton-pc.org.uk) to request this. Please note, however, that the Council has a legal obligation to retain certain information relating to its employees.

Right To Object

If you believe your data is not being processed for the purpose it has been collected for, you may object. Please contact our Parish Clerk (07572 349600 or email clerk@hoveton-pc.org.uk) to object.

Rights Related To Automated Decision Making & Profiling

Hoveton Parish Council does not use any form of automated decision making or profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Parish Clerk (call 07572 349600 or email clerk@hoveton-pc.org.uk) and the Information Commissioner's Office (email casework@ico.org.uk or call 0303 123 1113).

Summary

In accordance with the law, Hoveton Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Hoveton Parish Council does not use profiling; we do not sell or pass your data to third parties. Hoveton Parish Council does not use your data for purposes other than those specified. Hoveton Parish Council makes sure your data is stored securely. Hoveton Parish Council deletes all information deemed to be no longer necessary. We constantly review our privacy policies to keep them up to date (you can request a copy of our policies at any time).

Adopted by Hoveton Parish Council on 4th July 2018