

# EMPLOYEE PRIVACY NOTICE



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Adopted Date	May 2023
Review Period	2 years
Last Review Date	November 2025
Next Review Date	June 2027

## EMPLOYEE PRIVACY NOTICE

### 1. Notice Application

- If you apply for a vacancy with the Council and have sent us your application and/or CV but were not offered employment
- If you are employed by the Council
- If you enter a volunteer agreement with the Council
- If you undertake work experience with the Council

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 Staffing Committee or your line manager.

### 2. The Councils Right to Process Information

GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)

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

### 3. Information Security

Faversham Town Council ensures 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.

We will only keep your data for the purpose it was collected for and it will be kept during the whole period of your employment and for a statutory period of six years after. After which it will be deleted.

## YOUR RIGHTS

### 4. Access to Information

#### 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.

## 5. Information Deletion

Please contact us if you wish Faversham Town Council to delete the information about you. Note: The Council does have a legal obligation to retain information relating to their employees.

## 6. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object.

## 7. Rights Related to Automated Decision Making and Profiling

Faversham Town Council does not use automated decision making or profiling of personal data.

## 8. Summary

In accordance with the law, we only 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.

## 9. Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Faversham Town Council's Data Processing Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113