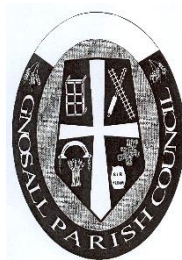# GNOSALL PARISH COUNCIL

(Including the Wards of Moreton and Knightley)

Clerk to the Council:
Miss J Cooper
The Grosvenor Centre, High Street,
Gnosall, Stafford ST20 0EX

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Staff Data Privacy and Protection Policy

This policy defines what information Gnosall Parish Council holds about you and how this information is stored.

What data does Gnosall Parish Council collect and store?

Staff data will be collected at the point when a vacant post is applied for and a position is accepted. The following information will be collected:

> Name of member of staff, address, telephone number(s), E-mail address, date of birth, National Insurance number and bank account details.

This data is obtained by Gnosall Parish Council as part of employment regulations.

How will Gnosall Parish Council Store Data?

All personal information is held by the Council in both electronic form and hard copy. Information retained in hard copy is stored in a locked filing cabinet. Electronic information is stored securely, only accessible with a password.

How will Gnosall Parish Council process data and who can see it?

Your data is used by the Gnosall Parish Council to allow the Council to employ you and communicate with you about employment issues and arrange salary payments.

Who will Gnosall Parish Council share your information with?

Your data is shared only with the Council's payroll provider and Staffordshire County Council (if you opt into a pension scheme offered by the Council). Both the payroll provider and Staffordshire County Council are 'Data Processors' and must only process data on the instructions of the Parish Council 'The Data Controller'.

When will Gnosall Parish Council dispose of your data?

Personnel files are retained indefinitely.

What are your rights?

You have the right to see any data Gnosall Parish Council holds about you and you can do this by submitting a written request to the Clerk of Council.

Adopted April 2019