



GDPR & DPA PRIVACY NOTICE FOR COUNCIL STAFF & VOLUNTEERS

01 DECEMBER 2025
CROOKHAM VILLAGE PARISH COUNCIL

This privacy notice tells you what to expect us to do with your personal information when you work for us.

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1 Contact Details

- 1.1** The Data Protection Officer, Crookham Village Parish Council
- 1.2** Email: clerk@crookhamvillage-pc.gov.uk
- 1.3** Telephone: 01252 810568
- 1.4** Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Processor, Crookham Village Parish Council email: clerk@crookhamvillage-pc.gov.uk
- 1.5** Parish Office Address: Parish Office, Hareshill Community Centre, Millpond Avenue, Crookham Village, FLEET, Hampshire, GU51 5EN

2 What Information We Collect, Use and Why

- 2.1** We collect or use the following personal information as part of staff recruitment, administration, and management:
 - 2.1.1 Staff contact details (name, address, telephone number or personal email address)
 - 2.1.2 Date of birth
 - 2.1.3 National Insurance Number
 - 2.1.4 Copies of passports or other photo ID
 - 2.1.5 Marital status
 - 2.1.6 Next of kin or emergency contact details
 - 2.1.7 Employment history (e.g. job application, employment references or secondary employment)
 - 2.1.8 Right to work information
 - 2.1.9 Performance records (e.g. reviews, disciplinary records, complaints, or disciplinary action)
 - 2.1.10 CCTV footage or other recordings
 - 2.1.11 Salaries and pensions
 - 2.1.12 PAYE Code
 - 2.1.13 P45
 - 2.1.14 Bank details
 - 2.1.15 Address
 - 2.1.16 Telephone number
 - 2.1.17 In addition, new entrants to employment without a P45 will need to provide answers to all the questions on the HMRC Starter Checklist form

2.2 We collect or use the following personal information as part of managing salaries and pensions:

- 2.2.1 Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
- 2.2.2 Time spent working (e.g. timesheets or clocking in and out)
- 2.2.3 Expenses, overtime or other payments claimed
- 2.2.4 Leave (e.g. sick leave, holidays, or special leave)
- 2.2.5 Pension details
- 2.2.6 Bank account details
- 2.2.7 Payroll records
- 2.2.8 Tax status

2.3 We collect or use the following personal information as part of staff and volunteer health and wellbeing:

- 2.3.1 Accident at work records
- 2.3.2 Emergency contact details

3 Lawful Bases and Data Protection Rights

3.1 Lawful Bases

The Lawful Bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever we process personal data:

- 3.1.1 Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- 3.1.2 Contract: the processing is necessary for a contract you have with an individual, or because they have asked you to take specific steps before entering into a contract.
- 3.1.3 Legal obligation: the processing is necessary for you to comply with the Law (not including contractual obligations).
- 3.1.4 Vital interests: the processing is necessary to protect someone's life.
- 3.1.5 Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- 3.1.6 Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

3.2 Data Protection Rights

- 3.2.1 Your right of access - you have the right to ask us for copies of your personal information.
- 3.2.2 Your right to rectification - you have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- 3.2.3 Your right to erasure - you have the right to ask us to delete your personal information.
- 3.2.4 Your right to restriction of processing - you have the right to ask us to limit how we can use your personal information.
- 3.2.5 Your right to object to processing - you have the right to object to the processing of your personal data.
- 3.2.6 Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organization, or to you.
- 3.2.7 Your right to withdraw consent – when we use consent as our lawful basis you have the right to withdraw your consent at any time.
- 3.2.8 If you make a request, we must respond to you without undue delay and in any event within one month
- 3.2.9 To make a data protection rights request, please contact us using the contact details at the top and end of this privacy notice.

3.3 Our lawful bases for the collection and use of your data

- 3.3.1 Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- 3.3.1.1 Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. You do have the right to withdraw your consent at any time.
- 3.3.1.2 Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- 3.3.1.3 Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organization such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.
- 3.3.2 Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:
 - 3.3.2.1 Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. You do have the right to withdraw your consent at any time.
 - 3.3.2.2 Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
 - 3.3.2.3 Legal obligation – we have to collect or use your information so we can comply with the law. All your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
 - 3.3.2.4 Legitimate interests – we’re collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except for the right to portability.
 - 3.3.2.5 Our legitimate interests are: Essential information only in order to ensure we meet our legal obligation in salary payments, pensions etc. and holiday periods.
- 3.3.3 We collect or use the following personal information as part of managing salaries and pensions:
 - 3.3.3.1 Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
 - 3.3.3.2 Time spent working (e.g. timesheets or clocking in and out)
 - 3.3.3.3 Expense, overtime or other payments claimed
 - 3.3.3.4 Leave (e.g. sick leave, holidays, or special leave)
 - 3.3.3.5 Pension details
 - 3.3.3.6 Bank account details
 - 3.3.3.7 Payroll records
 - 3.3.3.8 Tax status
 - 3.3.3.9 Date of birth
 - 3.3.3.10 National Insurance number

- 3.3.3.11 Personal email address
 - 3.3.3.12 Gender
 - 3.3.3.13 Other employment (second job) – they say ‘yes’ or ‘no’ on form
 - 3.3.3.14 Whether they receive payments from the state workplace or private pension ‘yes’ or ‘no’ on form
 - 3.3.3.15 Student Loans – yes or no on form
 - 3.3.3.16 Postgraduate Loans – yes or no on form
 - 3.3.3.17 Whether they receive payments from - jobseekers allowance (JSA), Employment & support Allowance (ESA) or Incapacity Benefit – yes or no on form
 - 3.3.3.18 For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out at the beginning and end of this document.
- 3.3.4 Public task
- 3.3.4.1 We have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organization such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.
- 3.3.5 Our lawful bases for collecting or using personal information as part of managing staff health and wellbeing are:
- 3.3.5.1 Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. You do have the right to withdraw your consent at any time.
 - 3.3.5.2 Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
 - 3.3.5.3 Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
 - 3.3.5.4 Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

4 Where We Get Personal Information From

4.1 We collect your information from the following places:

- 4.1.1 Directly from you
- 4.1.2 Referees (external or internal)
- 4.1.3 Pension administrators or government departments (e.g. HMRC and DWP)
- 4.1.4 Volunteer contact details:

- 4.1.5 Email address
- 4.1.6 Telephone number
- 4.1.7 Address

5 How long we keep information

- 5.1** We will keep some records permanently if we are legally required to do so.
- 5.2** We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.
- 5.3** We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.
- 5.4** The council is permitted to retain data in order to defend or pursue claims.
- 5.5** In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim.
- 5.6** In general, we will endeavor to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.
- 5.7** For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided at the beginning and end of this document.

6 Who We Share Information With

- 6.1** HMRC
- 6.2** Internal auditors
- 6.3** External auditors
- 6.4** Professional consultants

7 How to complain

- 7.1** If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.
- 7.2** If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.
- 7.3** You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
- 7.4** Helpline number: 0303 123 1113
- 7.5** Website: <https://www.ico.org.uk/make-a-complaint>