



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

Clerk to the Council: Mrs Catherine Moore BSc FSLCC

## Employee and Applicant Privacy Notice

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. 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 Councils Right to Process Information

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

### Information Security

Poringland Parish Council cares about 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 appropriate policies.

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.

### Children

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

### 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.

#### 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 our Data Protection Officer.

#### Information Deletion

If you wish Poringland Parish Council to delete the information about you please contact our Data Protection Officer.

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 our Data Protection Officer.

Office Opening Hours: Monday, Tuesday, Wednesday: 9.30am to 12.30pm  
Thursday: 9.30am to 4pm; Friday: By appointment



## **Rights Related to Automated Decision Making and Profiling**

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

### **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.

### **Complaints**

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

### **Data Protection Officer:**

Catherine Moore  
Clerk to the Council  
Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB  
01508 492182  
[clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)