



Morpeth Parish

St James the Great + St Mary the Virgin + St Aidan

DATA PRIVACY NOTICE (for Employees and Prospective Employees)

The Parochial Church Council of the Parish of Morpeth ("the PCC")

This notice is for all employees and prospective employees whose personal data we (the PCC) hold in connection with your employment with us and/or in connection with your application for employment by us.

1. Who are we?

The PCC, who are the data controller for our Parish (contact details below), and this means we decide how your personal data is processed and for what purpose.

2. Your personal data – what is it?

Personal data is any information about a living individual who can be identified either from that information alone or from that information in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 2018, the UK General Data Protection Regulations ("the GDPR") and other legislation relating to personal data and rights such as the Human Rights Act 1998.

3. What personal data do we collect, process and hold?

- * recruitment information such as your job application form, references, DBS checks etc.,
- * personal information such as your name, address, email address, contact details, date of birth, national insurance number, bank details etc.,
- * contract information such as start date, hours worked, salary etc.,
- * performance-related information such as work appraisals, training records etc.,
- * administrative information such as work absence records, details of health problems affecting your work, disciplinary and grievance details etc.,
- * special category information such as age, gender, health issues.

4. How do we process your personal data and for what purposes?

We (the PCC) comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* for recruitment purposes to enable us to process job applications and (in the event of a successful application) to enter into a contract of employment with you;

* to enable us to administer your contract of employment including paying your salary, arranging training (if appropriate), monitoring your performance, dealing with sickness and health issues, dealing with disciplinary and grievance issues, defending legal proceedings and complying with our legal obligations as your employer.

5. What is the legal basis for processing your personal data?

* processing is necessary for the performance of our contract with you or to take steps, at your request, to enter into a contract with you – Article 6(1)(b) of the GDPR

* processing is necessary to enable us to comply with and meet our legal obligations in the field of employment, social security and social protection law (such as health and safety and safeguarding) – Article 9(2)(b) of the GDPR

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared without your consent except as you might reasonably expect (e.g., if you are required to attend a training session, we might pass your name to the course provider) or when required by law.

7. How long do we keep your personal data?

We only keep your personal data as long as is necessary to meet our legal obligations. Specifically, we retain job application information for 6 months; payroll data for 3 years from the end of the tax year to which it relates and employment records for at least 6 years (but not more than 7 years) from the end of your employment.

8. What rights do you have in respect of your personal data?

- the right to request access to (and a copy of) information we hold about you;
- the right to request us to rectify inaccurate or out of date information;
- the right to request us to erase information which we no longer need to keep;
- the right, in certain circumstances, to request a restriction on further processing;
- the right to object to processing for the purpose of direct marketing;
- the right for you to obtain and re-use your personal data;
- the right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Whenever necessary we will seek your prior consent to the processing.

10. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Chair, the Rev. Canon Simon White tel. 01670 517716 or the Parish Administrator, Parish Office, St Aidan's Church, Morpeth tel. 01670 50332. You can contact the Information Commissioner's 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.