



KIRKBYMOORSIDE TOWN COUNCIL

Church House
7 High Market Place
Kirkbymoorside
York
YO62 6AT

Tel: 01751 432217

town.clerk@kirkbymoorsidetowncouncil.gov.uk

Employee Privacy Notice

When you apply for a vacancy with the Council and have sent us your application and CV

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.

The Councils Right to Process Information

GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

Information Security

Kirkbymoorside Town Council cares to ensure 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.

Your Rights

Access to Information: You have the right to request access to the information we have on you.

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.

Information Deletion: You may request Kirkbymoorside Town Council to delete the information we have about you.

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

You can do this by contacting the Town Clerk: town.clerk@kirkbymoorsidetowncouncil.gov.uk

To Sum Up

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 them 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 Kirkbymoorside Town Council via the Town Clerk: town.clerk@kirkbymoorsidetowncouncil.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113